G 76

NEWARK PUBLIC LIBRARY

OCT 1 9 1982

U. S. GOVT. PUBS.
DEPOSITORY 376

Graphic Materials

Rules for Describing Original Items and Historical Collections

LC 30.2:

Cover illustration: "Sculptor. Der Formschneider." Woodcut by Jost Amman in Hartmann Schopper's Panoplia, omnium illiberalium mechanicarum aut sedentariarum artium genera continens, printed at Frankfurt am Main by S. Feyerabent, 1568. Rosenwald Collection, Rare Book and Special Collections Division. (Neg. no. LC-USZ62-44613)

GRAPHIC MATERIALS

Rules for Describing

Original Items and Historical Collections

compiled by
Elisabeth W. Betz

Library of Congress, Washington, D.C., 1982

Library of Congress Cataloging in Publication Data

Betz, Elisabeth W.
Graphic materials.

"Provides guidance for cataloging graphic materials within the general structure and theory of the second edition of the Anglo-American cataloguing rules (AACR 2)."
Includes index.
1. Cataloging of graphic materials. 2. Descriptive cataloging--Rules. 3. Anglo-American cataloguing rules. I. Title.
Z695.27.B47 1982 025.3'47 82-600260

Available from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541

TABLE OF CONTENTS

Preface.....p. 1

Introduction.....p. 3

0. General Rules.....p. 8
0A. Scope.....p. 8
0B. Sources of information.....p. 9
0C. Punctuation.....p. 10
0D. Levels of description.....p. 12
0E. Language and script of the description.....p. 13
0F. Inaccuracies.....p. 14
0G. Accents and other diacritical marks (including capitalization).....p. 14
0H. Abbreviations, initials, etc.....p. 14
0J. Interpolations.....p. 15

1. Title and statement of responsibility area.....p. 16
1A. Preliminary rules.....p. 16
1B. Title proper.....p. 17
1C. Devising titles.....p. 21
1D. General material designation.....p. 23
1E. Parallel titles.....p. 24
1F. Other title information.....p. 24
1G. Statements of responsibility.....p. 26

2. Publication, distribution, etc., area.....p. 30
2A. Preliminary rules.....p. 30
2B. General rules.....p. 31
2C. Place of publication, distribution, etc.....p. 32
2D. Name of publisher, distributor, etc.....p. 35
2E. Statement of function of publisher, distributor, etc.....p. 37
2F. Date of publication, distribution, etc.....p. 38
2G. Place and name of manufacturer or printer and date.....p. 40
2H. Date of execution of unpublished material.....p. 40

3. Physical description area.....p. 42
3A. Preliminary rules.....p. 42
3B. Statement of extent (including specific material designation).....p. 43
3C. Other physical details.....p. 47
3D. Dimensions.....p. 51
3E. Accompanying material.....p. 55
3F. Collections containing more than one distinct category of material.....p. 55

4. Series area.....p. 57
4A. Preliminary rules.....p. 57
4B. Title proper of series.....p. 57
4C. Parallel title of series.....p. 58
4D. Numbering within series.....p. 58

4E. Subseries.....p. 58

5. Note area.....p. 59
5A. Preliminary rules.....p. 59
5B. Notes.....p. 61

Appendix A: Guidelines for recording probable and uncertain dates.....p. 74

Appendix B: Abbreviations.....p. 75

Appendix C: Glossary.....p. 76

Examples.....p. 85

Illustrations.....p. 124

Index.....p. 133

PREFACE

Shortly after the publication of the second edition of the Anglo-American Cataloguing Rules, the Library of Congress announced it would prepare separate manuals to deal with specialized materials that were not fully covered in the code. For graphic materials, this meant a concern for the collections of the Library's Prints and Photographs Division, custodian of some eleven million original photographs and negatives, historical prints, fine art prints, posters, drawings, and paintings on paper. Comparable collections in other institutions, including museums and archives, would benefit from an expansion of the rules, as there was no existing cataloging code addressing these materials.

The Library saw the task of compiling the necessary rules as a complex one in view of the following problems: (1) finding the time for its subject and cataloging specialists to work on drafts; (2) reconciling the differences in viewpoint between general cataloging practices and those needed for specialized collections; (3) identifying other groups and individual experts, who could have input into the rules; and (4) promoting AACR 2 as the national standard on which all this activity necessarily must be based.

Fortunately, the Council of National Library and Information Associations (CNLIA) had already formed the Joint Committee on Specialized Cataloging, whose goal was to act as a liaison between the Library of Congress and other persons and groups involved with the cataloging of special materials. After discussion with representatives of the Library, CNLIA decided to seek funding to help in a project to produce manuals for manuscripts, archival collections of motion pictures, and original graphic items and historical collections. In June 1980, CNLIA received a grant from the Research Resources Program of the National Endowment for the Humanities to enable a committee to meet in Washington, D.C., once the Library of Congress had written a draft and had collated reviews from the widest possible range of specialists in the field.

The compilation of rules was undertaken by Elisabeth Betz, Picture Cataloging Specialist in the Library's Prints and Photographs Division of Research Services and a member of the Joint Committee on Specialized Cataloging. While the draft was being prepared, the staff of the Prints and Photographs Division offered critical insight and solutions to problems peculiar to the graphic arts. The Office for Descriptive Cataloging Policy was frequently consulted on questions regarding AACR 2. Approximately 350 copies of the draft were distributed early in 1982 to a variety of specialized and general librarians, museum curators, and archivists. Comments were incorporated into the draft, which was then studied by the editorial committee. This committee was composed of Elisabeth Betz and five individuals chosen for their experience with different kinds and

sizes of graphic collections, their knowledge of methods of documentation used in libraries, archives, and museums, their knowledge of automated library systems, and their professional affiliations. These persons were: Georgia Bumgardner (Curator of Graphic Arts, American Antiquarian Society, Worcester, Mass.), Lynn Cox (Curator of Prints and Photographs, The Peale Museum, Baltimore), James Kopp (Librarian, History of Medicine Division, National Library of Medicine, Bethesda, Md.), William Roberts (Assistant Head, Public Services, Bancroft Library, University of California, Berkeley), and Christopher Seifried (Head of Cataloging, National Photography Collection, Public Archives of Canada, Ottawa).

The Library of Congress is grateful for the support of the Council on National Library and Information Associations, and through them, the National Endowment for the Humanities. The Library wishes to thank the editorial committee and all those individuals who took the time to comment on the draft. It is hoped these rules will prove useful when describing materials that are originals or are historical in nature. For published graphic materials primarily of a current nature, we recommend that librarians continue to apply Chapter 8 of AACR 2, which has not been replaced by the present compilation of rules.

Ben R. Tucker
Chief, Office for Descriptive
Cataloging Policy
Processing Services

INTRODUCTION

Thousands of public and research libraries, museums, archives, local historical societies, corporations, professional associations, and private collectors are custodions of graphic materials. In the past, each has had to devise its own system of documentation because there were no readily available cataloging guidelines. Researchers and staff alike have suffered from having to cope with a multiplicity of methods.

A nationally accepted system of cataloging would benefit both the institution and the researcher. Those embarking on cataloging projects would not have to totally rethink the problem. Communication among institutions with similar holdings would be fostered, and they could in fact profit from some form of shared cataloging. Whether used in a manual or automated form, a standardized set of rules would guide institutions in presenting the researcher with consistent cataloging information. A national union catalog for graphic collections to aid researchers in locating sources could become a reality. Even if not adopted in its entirety, a standard would provide a reference point by which institutions could indicate how their own cataloging practices differ.

Computer technology has made it possible to document huge numbers of items and transmit information electronically. The impact of automation on inventory control and research access could be enormous. Thus it is crucial that custodians of graphic collections think seriously about establishing compatible methods of documentation even if, for many, automation is not right at hand. Because national standards and automated systems for book cataloging have proven so successful, it is worth trying to adapt that format to graphic materials.

This manual provides guidance for cataloging graphic materials within the general structure and theory of the second edition of the Anglo-American Cataloguing Rules (AACR 2), applied by libraries and automated bibliographic networks in the United States, Canada, Great Britain, and Australia. Library cataloging methods have been reconciled with the principles of archives and museum documentation in an attempt to facilitate the cataloging of graphic materials and, furthermore, to link graphics records with a national system used for books and serials.

Chapter 8 of AACR 2 focuses on commercially-produced audiovisual materials, published and/or documented artists' prints and photographs, portfolios, and reproductions accompanied by printed information. Although the general introduction to AACR 2 states that the rules are "not specifically intended for specialist and archival libraries," it is "recommended that such libraries use the rules as the basis of their cataloguing and augment their provisions as necessary." This manual not only augments the original rules found

in Chapter 8, but it also departs from that base in several instances in an effort to meet the requirements for cataloging original and historical graphic materials.[1] It should be emphasized that small institutions or those with more general interests may wish to reduce the amount of detail given in these rules, while larger or more specialized institutions may wish to elaborate on them.

The texts of AACR 2 and Bibliographic Description of Rare Books (Washington, D.C. : Library of Congress, 1981) form the foundation for these rules. Provisions in those two documents were modified and expanded with more specific interpretations, clearer and more recognizable definitions, fuller guidelines, and additional examples in order to assist those who may be more familiar with traditional archives and museum methods than with library terminology and techniques.

Those more familiar with library cataloging will find differences between the documentation of graphic materials and the description of books and other printed or published library materials. For example, original or noncommercial graphic works are generally considered to be unique, though they frequently exist in multiple copies. Even if published, they lack much of the explicit information characterizing books and book-like materials. Furthermore, most collections of graphic items are unique because, as collections, they have never been published.

Book cataloging is based on the transcription of data from the published item (the "chief source of information") into the format of a catalog record. The concepts of "chief source of information" and "prescribed sources" used in traditional book cataloging has been redefined here for original and historical graphic materials because they often have little or no text to transcribe. The major reason for documenting graphics is to provide the researcher with as complete an identification of the material as possible. This is done by translating the visual information into a verbal description of the material's physical nature and image content. Authenticating the material and making attributions of responsibility are also activities in documenting graphics. Information must be extracted, interpreted, and extrapolated from the visual content and context of the material, as well as from secondary sources. The cataloger must supply a lot of information because it is unlikely the catalog user has a copy of or a citation to a specific item or knows the contents

---

[1] This document is not meant to replace Chapter 8 of AACR 2. Catalogers who handle modern and commercially available graphic materials, such as filmstrips and slide sets, should consult Chapter 8 of AACR 2.

of a collection.[2] In these rules the cataloger is allowed to record such interpretive information but, for the catalog user's sake, distinctions are made among transcribed, supplied, and conjectural data.

Graphics may be cataloged individually because of their aesthetic value or their historical and iconographical importance. In many instances, however, an individual image may have relatively little value as a work of art or as a single piece of evidence but rather derives meaning and importance from the collection of which it is a part. For this reason, equal attention has been given to item-level and collection-level cataloging.

It should be emphasized that the following rules are most significant for the description and identification of graphic materials felt to be of importance and of some permanent value to the institution's holdings. Full cataloging may not be feasible for all pictorial works, especially those that can be efficiently arranged in self-indexing files or shelved by creator, subject, or other category.

This document is not intended to teach someone techniques of identifying, processing, and organizing graphic collections. These rules are based on the assumption that the material has already been examined and identified, that collections have been formed, and the data requisite for the creation of the catalog record have been gathered. The purpose of the rules is to establish conventions for expressing and formatting cataloging data consistently. The punctuation prescribed here follows the requirements of the International Standard Bibliographic Description (ISBD). Although designed for automation, such punctuation conventions can help maintain consistency in the patterns of data in a manual catalog system.

A "neutral" vocabulary was sought in order to make the rules more widely applicable. For more technical terms, a glossary is included. Some rules may seem to require the cataloger to state the self-evident (such as having to record the fact that the plate mark was measured on an intaglio print), but one must remember that these rules are designed for describing a variety of graphic materials with the goal of making them accessible to researchers of all kinds who may not be aware of specialized practices.

---

[2] Inaccurate assumptions regarding graphic materials are a characteristic hazard of picture cataloging. False assumptions from inherent picture ambiguities may be compounded with the developemnt of automated systems having such capabilities as text-word searching. The developing technologies and a wide option for interpretation might lead to numerous and potentially embarrassing problems down the road. Interpretation is a valid and frequently required element of graphics cataloging, but discretion must be exercised.

These rules cover only the part of the record for description and, therefore, do not deal with the choice or form of access points that provide the means for reaching the description. While recognizing the importance of name and subject references to researchers working with graphic collections, it was nonetheless decided that the description of original and historical graphic materials was a sufficiently complex problem to warrant a document just to deal with this aspect of cataloging alone. Because access points and subject headings emanate from the description, the description is a fundamental concern of catalogers. For choosing and formulating standardized access points, see guidelines in the following chapters of the Anglo-American Cataloguing Rules (AACR 2):

21 - Choice of Access Points: Guides the cataloger in choosing a main entry heading as well as the various added entry headings.

22 - Headings for Persons: Guides the cataloger in choosing a particular form for the headings that represent people.

23 - Geographic Names: Guides the cataloger in choosing a particular form for the headings that represent nations, states, provinces, counties, cities, towns, and the like.

24 - Headings for Corporate Bodies: Guides the cataloger in choosing a particular form for the headings that represent corporate bodies.

26 - References: Guides the cataloger in referring to the particular forms of headings chosen under chapters 22-25 from various rejected, alternative, or variant forms, i.e., cross references.

Some rules are designated as optional additions, or are introduced by the word optionally. To quote AACR 2, "these provisions arise from the recognition that different solutions to a problem and differing levels of detail and specificity are appropriate in different contexts. Some...options should be decided as a matter of cataloguing policy for a particular catalogue...and should therefore be exercised either always or never. Other...options should be exercised case by case. It is recommended that all cataloguing agencies distinguish between these two types of options and keep a record of their policy decisions and of the circumstances in which a particular option may be applied" (AACR 2, 0.7).

Further, a certain necessity for interpretation and judgment on the part of the cataloger is recognized in these rules, as it is in AACR 2. The requirements of a particular catalog or the use of the material being cataloged must always be taken into consideration; situations in which there might be differing local needs are brought to the attention of the cataloger by the words if desirable. The cataloging agency should always record its interpretations so that they are consistently applied (AACR 2, 0.9).

ACKNOWLEDGMENTS

During my 12 years in the Prints and Photographs Division, I have discussed the problems of cataloging graphic materials with many people. It would be impossible to name them all here, but I would like to mention in particular my colleagues in the Division, Bernard Reilly (Curator of Popular and Applied Graphic Art) and Annette Melville (Reference Librarian). The Joint Committee on Specialized Cataloging of the Council of National Library and Information Associations provided an impetus for me to become involved in more than just Divisional considerations by clearly voicing a need for supplementary rules to AACR 2. I am grateful to Processing Services for the opportunity to work on this project and to Ben Tucker for his constant interest and help in its progress. It was a great pleasure working with the editorial committe of Georgia Bumgardner, Lynn Cox, Jim Kopp, Bill Roberts, and Chris Seifried. They shared not only their knowledge, experience, and time, but also an enthusiasm and persistence in dealing with the complexities of cataloging a broad range of graphic materials in a consistent manner. Those who responded to the draft could, unfortunately, not be answered separately, but they will find many changes in this final version that reflect their comments. I would also like to thank Oliver Jensen, Chief of the Prints and Photographs Division, for supporting me in this effort when equally pressing work in the Division had to be temporarily set aside.

Elisabeth W. Betz
Picture Cataloging Specialist
Prints & Photographs Division
Research Services
July 1982

O. GENERAL RULES

Contents:

OA. Scope
OB. Sources of information
OC. Punctuation
OD. Levels of description
OE. Language and script of the description
OF. Inaccuracies
OG. Accents and other diacritical marks (including capitalization)
OH. Abbreviations, initials, etc.
OJ. Interpolations

OA. Scope

These rules provide for the description of graphic materials that are of continuing or potential aesthetic or documentary value. Specifically, they may apply to:

a) Single two-dimensional pictorial works that are original. Typical examples are prints, posters, drawings, paintings, photoprints, photonegatives, transparencies, slides, etc. (Single photographic copies and photomechanical reproductions of such works are included as well.)[1] Single items may be unpublished (though they may exist in multiple copies) or published, in which case they may or may not have a statement of publication, distribution, or printing.

b) Groups of single two-dimensional pictorial works. For the purpose of these rules, these groups will be referred to as collections (whether two items or thousands). It is assumed that the items either (1) have been assembled by or have accumulated without plan around a person, family group, or corporate body and been acquired by the repository as a collection or (2) have been assembled by the repository from its own accessions into a collection for cataloging purposes. Collections may consist of both published and unpublished items, but the collection itself does not exist in a published form. Material is considered to form a collection even if it is bound together, as

---

[1] The rules assume the copy or reproduction is somehow significant, either because it is the only existing representation of a now destroyed or unavailable image, or the creator of the copy is important. If the copy is merely a record, it may be desirable to have the description reflect the original work, with the necessary notes made to indicate that only a copy is available.

in an album. Collections may be accompanied by related manuscript and printed textual material, such as pamphlets, catalogs, checklists, periodical tearsheets, and newspaper clippings, as well as non-print material, such as sound recordings.

If a bound volume or portfolio (even one consisting primarily of graphics) is a bona fide monographic publication with a title page or its equivalent, it is to be cataloged according to AACR 2, Chapters 1 and 2. In such cases, it may be desirable to use the physical description and note area to describe the graphic content of the publication.

0B. Sources of information

0B1. Chief source of information

0B1.1. For single items, treat as the chief source of information printed or manuscript text provided by the creator or creating body on or with the item. When the text is not known to have been provided by the creator or creating body, use information from the following sources, in this order of preference:

a) text on or with the item provided by sources other than the creator or creating body;
b) reference sources, such as published descriptions, catalogues raisonnés, exhibit catalogs, auction catalogs, dealers' catalogs;
c) any source, such as unpublished descriptions, including provenance and accession records, inventories, advertisements, personal information, etc.

0B1.2. For collections, treat as the chief source the whole collection itself, relying first on textual information on the material and its containers, then accompanying textual material, such as finding aids, provenance and accession records, then the visual content of the material itself.

0B2. Prescribed sources of information

The description is divided into areas, and each area is divided into a number of elements as set out in the particular rules. For each area of the description (see the listing below), certain sources of information are specially prescribed.

AREA	PRESCRIBED SOURCES OF INFORMATION
1. Title and statement of responsibility	Chief source of information

2. Publication, distribution, etc.	Chief source of information
3. Physical description	Any source
4. Series	Chief source of information
5. Note(s)	Any source

Indicate data taken from outside the prescribed sources by enclosing it in square brackets ([ ]). When these data are transcribed, make a note of the source.

0C. Punctuation

0C1. Precede each area other than the first by a period, space, dash, space (. --)[2] unless the area begins a new paragraph.

0C2. Precede or enclose each occurrence of an element within an area with standard punctuation prescribed at the beginning of each section of this manual.

0C3. Precede each mark of prescribed punctuation by a space and follow it by a space, except for the comma, period, and opening and closing parenthesis and square brackets. The comma, period, and closing parenthesis and closing square bracket are not preceded by a space; the opening parenthesis and opening square bracket are not followed by a space.

0C4. If desirable, record all of the punctuation that is found in the source of information. When this punctuation is recorded, always give the prescribed punctuation as well even if this results in double punctuation. When the original punctuation mark and the prescribed punctuation mark are the same, give only the prescribed punctuation mark. In the latter case, optionally, give both the original and the prescribed punctuation marks.[3]

---

[2] The Library of Congress uses a double hyphen to represent a dash.

[3] The Library of Congress will generally follow the conventions of modern punctuation in transcribing information under these rules, adding or substituting marks of punctuation if necessary for clarity. In cases in which the application of ISBD punctuation would result in double or duplicate punctuation, the mark of punctuation in the source is omitted.

0C5. Do not transcribe the punctuation marks ... or [ ]. Replace them by -- and ( ) respectively (see 1A1.2 for the special spacing prescribed in the title proper).

Source of information reads:

If elected...

Transcription:

If elected--

0C6. Do not indicate the omission of an entire element or area by the mark of omission, but rather continue to the next element or area with its prescribed punctuation (see 0D).

0C7. Indicate omissions made by the cataloger when transcribing data by the mark of omission. Record the mark of omission with a space on both sides of it (...). If the mark of omission precedes a period, omit the period, even if it is prescribed punctuation.

0C8. Indicate lacunae in the source of information where text is being transcribed (as, for example, when the material being cataloged is damaged) by the mark of omission enclosed in square brackets [...].

0C9. When omitting data from the source of information that is not considered part of any area, do not use the mark of omission.

0C10. Do not transcribe a mark of punctuation that precedes the mark of omission unless it is a mark of abbreviation or a period, exclamation mark, or question mark.

Advertisement, Charleston, S.C. : to be sold ... 250 Negroes! ...

0C11. When adjacent elements within one area are to be enclosed in square brackets, enclose them in one set, unless one of the elements is a general material designation, which is always enclosed in its own set of square brackets.

[Boston : E.W.T. Nichols]

[A Nakoaktok chief's daughter / Edward Sheriff Curtis]
(without the general material designation)

[A Nakoaktok chief's daughter] [graphic]
[Edward Sheriff Curtis]
(the same example as above, with the general material designation)

OD. Levels of description

The elements of description provided in this manual constitute a maximum set of information. There are three recommended levels of description. For its graphic collections, an institution may choose only the first level, the first and second, or all three levels, based on the purpose of the catalog or catalogs for which the record is constructed. Include this minimum set of elements for all material cataloged at the chosen level when the elements are applicable to what is being described and when, in the case of optional additions, the institution has chosen to include an optional element. Consult individual rules for the content of the elements to be included.

The first two levels are given below in schematic illustrations with the prescribed punctuation, spacing, and capitalization (see also Example 1).

OD1. First level of description

For the first level of description, include at least the elements set out in this schematic illustration:

a) Unpublished material

Title proper / first statement of responsibility. — date(s) of execution. — statement of extent of item or collection. — Note(s).

b) Published material

Title proper / first statement of responsibility. — First publisher, etc., date of publication, etc. — statement of extent of item. — Note(s).

OD2. Second level of description

For the second level of description, include at least the elements set out in this schematic illustration:

a) Unpublished material

Title proper [general material designation] = Parallel title : other title information / first

statement of responsibility ; each subsequent statement of responsibility. — date(s) of execution. — statement of extent of item or collection : other physical details ; dimensions. — (Title proper of series = Parallel title of series ; numbering within the series. Title of subseries ; numbering within subseries). — Note(s).

b) Published material

Title proper [general material designation] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. — First place of publication : First publisher, date of publication. — statement of extent of item : other physical details ; dimensions. — (Title proper of series = Parallel title of series ; numbering within the series. Title of subseries ; numbering within subseries). — Note(s).

OD3. Third level of description

For the third level of description, include all elements set out in this document that are applicable to the item or collection being cataloged.

OE. Language and script of the description

OE1. In the following areas, give transcribed information in the language and script (wherever practicable) in which it appears:

Title and statement of responsibility area
Publication, distribution, etc., area
Series area

OE2. Replace symbols or other matter that cannot be reproduced by the typographical facilities available[4] with a cataloger's description in square brackets. Make an explanatory note, if necessary.

OE3. In general, give interpolations into the above-mentioned areas in the language and script of the other data in those areas. Exceptions are:

---

[4] At the Library of Congress, the typographical facilities referred to here and in succeeding rules comprise those characters in the MARC character set.

a) prescribed interpolations and abbreviations;
b) general material designations;
c) other forms of the place of publication, etc.;
d) statements of function of the publisher, distributor, etc.

OE4. Give any other element (other than titles and quotations in the note area) in English.

OF. Inaccuracies

OF1. Record an inaccuracy or a misspelled word as it appears on the material. Except in cases of deliberate usage, follow such an inaccuracy by "sic" or by the abbreviation "i.e." and the correction within square brackets.

Pehriska-Ruhpa, Moennitarri warrior in the costume of the dog danse [sic]

Dracula, by Hamilton Deane and John L. Dalderston [i.e. Balderston]
(a poster advertisement for the play Dracula, which is by Dean and Balderston)

OF2. Do not correct words spelled according to older or non-standard orthographic conventions, e.g., "françoise" for "française."

OG. Accents and other diacritical marks (including capitalization)

OG1. Add accents and other diacritical marks that are omitted from data found in the source of information in accordance with the usage of the language used in context.

OG2. Capitalize or lowercase according to the rules for capitalization in AACR 2, Appendix A.

OH. Abbreviations and initials, etc.

OH1. Do not abbreviate any word unless the particular rule for the element or area allows it.

OH2. Record initials, initialisms, and acronyms without internal spaces, regardless of how they are presented in the source of information. Apply this provision also whether or not these elements are presented with periods.

F.S. Chanfrau in the character of "Mose"
(title)

M. J.P. Rabaut
(i.e., Monsieur J.P. Rabaut in a title)

Mr. W.E. Burton, as Toddle
(title)

Hampton, the seat of Genl Chas. Ridgley, Maryland

NATO

QJ. Interpolations

QJ1. Indicate an interpolation (i.e., data taken from outside the prescribed source(s) of information) by enclosing it in square brackets. Indicate a conjectural interpolation by adding a question mark within the square brackets.

Mr. Smith [and] Mr. Jones at the Derby

Qui [est] là?
(item is damaged and word is being interpolated)

[John?] Cameron

QJ2. In transcription, generally do not complete abbreviated names and words unless the rule for the particular element or area allows it. If it is otherwise difficult to understand, fill in the whole name, word, or number, enclosing additional letter(s) or number(s) in square brackets.

peint d'après nat. par Ch. Bodmer

Phila[delphia]

19[60]

Jan. 3, [18]57

Friedr. Hecker's Abschied in Strasburg ...

David Wooster, Esqr. : Commandr. bey der provincal. Armée in America

Pan-Am[erican Exposition] emergency hospital nurses

1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

1A. Preliminary rules
1B. Title proper
1C. Devising titles
1D. General material designation
1E. Parallel titles
1F. Other title information
1G. Statements of responsibility

1A. Preliminary rules

1A1. Punctuation

1A1.1. For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Enclose the general material designation in square brackets.

Precede each parallel title by an equal sign (=).

Precede each unit of other title information by a colon (:).

Precede the first statement of responsibility by a diagonal slash (/).

Precede each subsequent statement of responsibility by a semicolon (;).

1A1.2. When replacing "..." in the title proper with "--" (see 0C5), leave a space after the --, unless the dash is at the beginning:

Getting around-- in Germany
not Getting around--in Germany

but --and then there were none

1A1.3. Titles for graphic material will often not lend themselves easily to the application of the prescribed punctuation. If, however, the data can be separated clearly into title proper and other title information, supply the prescribed punctuation.

1A2. Sources of information

The cataloger must decide whether printed or manuscript text in the chief source of information constitutes a title and/or statement of responsibility that can be transcribed for the catalog record.

1A3. Date as part of the title

When a date appears in the source in such a way as to constitute part of the title, transcribe it as such (as part of the title proper or other title information, whichever is appropriate).

Near Sale's house, 23 Oct. 1886, Otago Harbour

General George Washington reviewing the Western Army at Fort Cumberland the 18th of Octobr. 1794

The Stewart Island trip : on board the Wakatipin, Christmas Day, 1895

1B. Title proper

1B1. Title proper transcribed from chief source of information for single items

1B1.1. The title proper is the first element of the description. When transcribing the title proper, include all text inseparable from the words of the title, i.e., all words that are linguistically connected or that clearly read together without a break. When the title proper is preceded or followed in the source by elements of information that cannot be considered part of the title, transpose these elements to their appropriate areas in the record (or give them in a note) unless case endings would be affected, the grammatical construction of the data would be disturbed, or the element is otherwise inseparably linked to the title proper. In the latter cases, transcribe the data as found. If desirable, make a note to indicate the original position of these elements.

1B1.2. Transcribe the title proper according to 0B-0J.

1B1.3. When a title in the chief source of information disagrees with one or more other sources, transcribe the title from the chief source and, if it is likely that a catalog user might search for any of the variant titles, make a note of them.

1B1.4. Omit, without using the mark of omission, data that neither constitute title information nor are grammatically or otherwise inseparably linked to the words of the title. Such omitted information may include statements of patronage, mottoes, announcements, prices, and plate, part or volume numbers, etc.

1B1.5. When the beginning words of the text constitute the only title-like information, record them as the title proper.

Sheriff's sale of real estate

H.R. Robinson, 52 Courtland St.

1B1.6. Title elements scattered by layout or typography

When parts of the title are scattered over the item, compose the title proper based on those elements distinguished by position, typography, or size of lettering.

When the title information is arranged decoratively, or other elements of the description (e.g., creator or publisher) are interspersed with the title information, deduce the logical sequence and then record the title in its semantic order.

1B1.7. Multiple titles

When there are different titles in two or more languages or scripts, choose the title proper on the basis of the sequence or layout of the titles. If these are insufficient to enable the choice to be made or are ambiguous, choose the most comprehensive one of the several titles (see also 1E and 1F).

When the same title appears in two or more languages or scripts, transcribe as the title proper the one in the language or script of the main written content. If this criterion is not applicable, choose as the title the one typographically more prominent, by reference to the order of the titles, the layout, or, if necessary, the one easiest to transcribe (see also 1E and 1F3.1).

1B1.8. Discrete images with separate titles

When an item shows two or more discrete images each with a separate title, and it lacks a comprehensive title, record the titles in the order in which they appear or according to the layout. If the images are all by the same creator, separate the titles by space, semicolon, space (;). If the

images are by different creators, separate the titles by a period and two spaces (.). In either case, a separate catalog record may be made for each.

Chef der Blut Indianer ; Kriegs Chef der Piékan Indianer ; Kutanã Indianer / [statement of responsibility]
(three images on one sheet; same creator)

1B1.9. Abridging a long title proper

Abridge the transcription of a long title only when it can be done without loss of essential information. (If possible, however, try to retain the entire title for a print or drawing even if it is very long.) Always include the first five words. Omit any unessential words or groups of words after the first five words and indicate gaps by the mark of omission.

1B1.10. Abbreviated title

In case of a severely abbreviated title, in which it would be cumbersome to bracket interpolated letters or words, spell out the title and enclose it in square brackets. If desirable, record the abbreviated title in a note.

Title on item:

Parl. Bldgs. Ottawa 10 Je 79

Title spelled out:

[Parliament buildings, Ottawa, 10 June 1979]

1B1.11. Insufficiently descriptive title

When a title does not accurately or adequately describe the nature and content of the item, supply additional information in the note area (cf. 1B2.3).

1B1.12. Title supplied from another source

When no title is in the chief source, but one is transcribed from another source, enclose it in square brackets. Cite the source in a note.

When no title is in the chief source and two or more sources disagree on the title, either in content or in language, and none can be credited with representing the creator's intent, choose the title from the most authoritative source and transcribe it in square brackets. If appropriate, give one or more of the variant titles in a note if those variant titles are likely to be sought by a catalog user.

When no title is in the chief source and a title is found in a foreign source or different titles are found in two or more foreign sources, record the title as follows:

a) If the title is in the creator's native language and there is evidence that the author or compiler of the source is either using a title given by the creator or quoting a title under which the item was printed or published, transcribe the supplied title in the language as given and enclose it in square brackets. Cite the source in a note.

b) If the foreign language title has been made up by the author or compiler of the source and is in his or her own language (which may or may not be identical with that of the creator), devise a title in English, enclosing it in square brackets (see 1C).

1B1.13. Title on another copy, etc.

When a title is known to exist on another copy, edition, or different state of the item, transcribe the title from that source, enclosing it in square brackets. Make a note of the source.

1B2. Title proper from chief source of information for collections

1B2.1. When a collection is acquired with a title specified by the donor or source, transcribe it as the title.

Pictorial archives of early American architecture

Gilbert H. Grosvenor collection of photographs of the Alexander Graham Bell family

When a suitable collective title appears in a collection, transcribe it as the title.

Photographic views of Kern County, California (title on loose printed sheet with the collection)

When a name given by the collector or donor is not suitable as a title, and there is no requirement that this title be used, devise a title according to the provisions in 1C. If it is possible that someone would refer to the donor's or collector's title, record the variant title in a note.

1B2.2. Series title

When a clearly identifiable and consistently used series title is provided either on some or all of the items in a series or is found in a reference source, use this as the title proper. When supplied from a reference source, cite the source in a note. If desirable, transcribe the title proper of the individual items themselves in a contents note (see 5B17).

The illustration of the Siberian war

Gems of American life

When a title given on some or all of the items in a series is not consistently used from item to item and one cannot be found in a reference source, choose the one that identifies the series most adequately and succinctly.

1B2.3. Insufficiently descriptive collection title

When a title specified by the donor or source does not accurately or adequately describe the nature and content of the material, additional information, if brief, may be supplied as other title information (see 1F3.3) or, if lengthy, in the note area (cf. 1B1.11).

1C. Devising titles

1C1. Supply a title when there is no title in the chief source of information nor in any other source. Devise a title in English with an attempt to make it distinctive, applying the following provisions.

For single items, devise a brief descriptive title, and enclose it in square brackets.

For collections, devise a brief descriptive title and record it without square brackets. The descriptive statement may include the name of the creator, creating body, collector, or source.

Details of the content, nature, scope, context, motivation, arrangement, etc., of the material may be fully described in the note area.

1C2. For documentary material, give the factual content as far as possible. Include the following elements of information, as appropriate:

a) an identification of the main subject(s) depicted, i.e., persons, events, activities, and objects;
b) geographical location(s) depicted, if known and significant;
c) the date (including month and day, if desirable) or span dates of what is being depicted if different from the date of publication or execution (see also 2F and 2H).

Single items:

[New York Pilots' Association membership certificate]

[Portrait of Cyrus Patten]

[Gen. Emiliano Zapata and his staff, Puebla, Mexico, 1911]
(drawing executed at later date)

Collections:

Daniel Murray collection of W.E.B. Du Bois photoprints for the International Exposition in Paris, 1900
(name of donor combined with description)

Edward Sheriff Curtis collection
(name of photographer)

National Child Labor committee collection
(name of sponsoring body and source)

Child labor in agriculture

Mexican carte-de-visite album

Geological and anthropological features of Alaska and the Aleutian Islands

Views and activities in or near Deadwood, Hot Springs, and Sturgis, S.D., Colo., and Wyo.

Abdul Hamid II collection

1C3. Use the most tersely descriptive phrasing of the subject(s) when devising a title for works for which the interest is in the individual artist and the aesthetic value of the work itself.

Single items:

[Madonna and Child with SS. Peter and Paul]

[Man smoking at window]

[Landscape with winding river]

[Six squares]

Collections:

Joseph Pennell collection of Whistleriana

Nineteenth-century bird prints

1D. General material designation (optional addition)[1]

Add immediately after the title proper the word "graphic" as the general material designation (GMD).

Single items:

[Man smoking at window] [graphic]

General George Washington reviewing the Western Army at Fort Cumberland the 18th of Octobr. 1794 [graphic]

John Eager Howard [graphic]

Collections:

The illustration of the Siberian war [graphic]

Views and activities in or near Deadwood, Hot Springs, and Sturgis, S.D., Colo., and Wyo. [graphic]

Abdul Hamid II collection [graphic]

Geological and anthropological features of Alaska and the Aleutian Islands [graphic]

---

[1] In these and some other examples, the general material designation is given so as to make the example clearer. The use of the GMD does not imply that a designation is required.

1E. Parallel titles

Record all parallel titles appearing in the source of information. Transcribe parallel titles in the order indicated by their sequence on, or by the layout of, the source of information. Capitalize the first word of each parallel title.

When the order or layout appears to be entirely random, record the parallel titles in sequence reading from top to bottom and from left to right, where appropriate.

Deutsche Römisch Katholische St. Nicholas Kirche in New York = German Roman Catholic St. Nicholas Church in New York

George Washington Eqer, général en chef de l'armée englo ameriquaine, nommé dictateur par le Congres en février 1777 = George Washington Eqer, general and commander en chief of the continental army in America

Jagd auf Grizzly Bären [graphic] = Chasse au grizzly bear = Hunting of the grizzly bear
(title proper, GMD, and two parallel titles for a single item)

1F. Other title information

1F1. Record all other title information appearing in the source of information according to the instructions in 0B-0J. Transcribe other title information in the order indicated by the sequence on, or the layout of, the source of information.

Chemical philosophers of the present day : Dr. Priestley : Lavoisier

Karen Female Institute, Tounghoo : with the native board of managers in their hunting dress

Congress playing cards [graphic] : crisp, flexible, luster finish, new designs : sold by dealers
(with general material designation)

Transcribe other title information following the title proper or parallel title to which it pertains.

1F2. Abridging other title information

When other title information is very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If desired, give in a note other title information that has not been transcribed.

> Karen Female Institute, Tounghoo : with the native board of managers ...
>
> Grand shooting match! : a grand, tremendous, terrible ... shooting match will take place at old Tom Hackett's, in Bedford, N.H., on ... Oct. 17th, 1867 ...

1F3. More than one language or script

1F3.1. When a portion of the title proper (but not the whole title proper) is repeated in one or more different languages, transcribe all statements after the first as other title information (cf. 1E).[2]

> Fort Clark am Missouri (Februar 1834) [graphic] : sur le Missouri (février 1834) : on the Missouri (February 1834)
> (a portion of the title proper is repeated in two other languages, with GMD)

1F3.2. When other title information is repeated in one or more different languages and the title proper is not repeated, transcribe each statement as other title information.

> Abraham Lincoln : as president of the United States : président des Etats-Unis : als Präsident der Vereinigten Staaten

1F3.3. Other title information for collections

When a collection has a formal, traditional, or assigned title but otherwise lacks specific information making the form and/or nature of the material clear, such information, if brief, may be added as other title information. Record it in

---

[2] This looks suspiciously like parallel titles. However, because the catalog record would be considerably lengthened by unnecessary repetition of the non-parallel portion of the title proper and because this is a means of reflecting more precisely what appears on a graphic item, they are treated as other title information.

English regardless of the language of the title proper. If too lengthy, record this information in the note area.

Abdul-Hamid II collection : life in Turkey

1G. Statements of responsibility

Record the names of persons and corporate bodies having contributed to the creative and intellectual content of the material being cataloged, that is, designers, draftsmen, painters, photographers, printmakers, and illustrators (both individuals and corporate bodies). Do not record names of previous owners and collectors in the statement of responsibility, but rather in a note regarding provenance.

1G1. Record a single statement of responsibility[3] as it appears.

/ drawn, engraved & published by W. Birch

/ painted by T. and W. Birch

1G2. For single items, transcribe the statement of responsibility as it appears in the source.

Karen Female Institute, Tounghoo : with the native board of managers in their hunting dresses / drawn by Mrs. Ellen B. Mason, from a photograph
(single item with statement of responsibility transcribed from the item itself)

F.S. Chanfrau in the character of "Mose" : as originally written for, and performed by him ... / James Brown, del.

1G3. For collections, transcribe names as they appear most frequently in the collection. If this does not apply, record them in a standardized way, that is, always in the same form and with the same spelling.

Abdul-Hamid II collection : life in Turkey / Abdullah Freres
(collection with statement of responsibility transcribed as it appears most frequently)

---

3 A statement is single when its words are linguistically connected or the words clearly read together without a break.

Pan-American Exposition, Buffalo, N.Y.
/ C.D. Arnold
(collection with statement of responsibility as it appears most frequently; full name is known to be Charles Dudley Arnold)

1G4. When there are two or more statements of responsibility, record them in the order indicated by their sequence on, or by the layout of, the source of information for the second and third levels of description. If the sequence and layout are ambiguous or insufficient to determine the order, record the statements in the order that makes the most sense.

The death cry / S. Eastman, U.S. Army, del. ; executed on stone by C. Schuesele [i.e. Schussele]

[Romany Marye in Christopher Street] / John Sloan ; Chas. White, imp.

Jagd auf Grizzly Bären = Chasse au grizzly bear = Hunting of the grizzly bear / Ch. Bodmer, pinx. ad nat. ; Lucas Weber, sc.

1G5. When up to three persons or corporate bodies named in the source of information performed the same function or had the same degree of responsibility, record all the names mentioned. If, however, the number of responsible persons or bodies is more than three or some are unidentified, record the names or information about responsibility in a note.

Hermann Göring collection [graphic] : personal and official activities
(title proper, GMD, and other title information)
Various identified and unidentified amateur, commercial, and news photographers, including E. Bieber, Rosemarie Clausen, Erich Engel, Heinrich Hoffmann, Robert Kropp, Helmuth Kurth, Eitel Lange, Robert Röhr, Scherl Bilderdienst, Carl Weinrother, and Weltbild.
(note)

1G6. Attributions

Do not make an attribution unless there is strong supporting evidence. Record such a supplied name in a standardized way. For single items, enclose it in square brackets. For collections, do not enclose it in square brackets. If necessary, give an explanatory note.

Mr. F.S. Chanfrau "as Mose" : in the new piece called "a glance at New York" / [James L. Magee]

1G7. Monograms and devices

Record a name or initial(s) inferred from a monogram or device, followed by the word "monogram" or "device" in square brackets. If the full name is known, give it in a note.

[Christ taking leave of his Mother] [graphic] / AD [monogram]
(woodcut, signed on block with Albrecht Dürer's monogram)

1G8. Explanation of function

If desirable, add a word or short phrase in English, in square brackets, to the statement of responsibility when the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

T.H. Shepherd [delineator] ; H. Melville [printmaker]

1G9. Information associated with statement of responsibility on single unpublished items

If desirable, with single unpublished items transcribe from the item itself information associated with a statement of responsibility. For collections, record such associated information in a note.

Deadwood people celebrating the building of the largest reduction works ... / J.C.H. Grabill, photographer, Deadwood and Sturgis, Dakota Ter[ritory]

1G10. Person or corporate body not given by name

Transcribe a statement of responsibility even if no person or body is explicitly named in that statement.

A prospect of the Moro [sic] Castle and city of Havana from sea / drawn on the spot by an officer ; P.C. Canot, sculpt.

The grand national caravan moving east / drawn by Hassan Straightshanks, under the immediate superintendence of Maj. Jack Downing ("Straightshanks" is a pseudonym, "Downing" is a fictitious character)

When the real name is known, follow the transcription by "i.e." and the name in square brackets.

/ drawn on the spot by our correspondent [i.e. John Parker]

2. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

2A. Preliminary rules
2B. General rules
2C. Place of publication, distribution, etc.
2D. Name of publisher, distributor, etc.
2E. Statement of function of publisher, distributor, etc.
2F. Date of publication, distribution, etc.
2G. Place and name of manufacturer or printer and date
2H. Date of execution of unpublished material

2A. Preliminary rules

2A1. Use the publication, distribution, etc., area to record information about the place, name, and date of publication and/or distribution, as well as all types of printing, manufacturing and sponsor-advertiser activities considered by the cataloging agency to be important for graphic materials that have been commercially produced.

For unpublished material, this area consists only of the date element (see 2H).

2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Precede the publication, distribution, etc., area by period, space, dash, space (. —).

Precede a second and any subsequently named place of publication by a semicolon (;), eliminating any linking word or phrase given in the source.

Precede the name of a publisher, distributor, etc., by a colon (:). Precede the name of a second and any subsequent publisher by a colon unless a linking word or phrase is given in the source.

Enclose a supplied statement of function in square brackets.

Precede the date of publication, distribution, etc., by a comma (,).

Enclose the details of printer or manufacturer in parentheses.

Precede the name of a printer or manufacturer by a colon (:).

Precede the date of printing or manufacture by a comma (,).

If the publication, distribution, etc., area precedes a new paragraph, end it with a mark of final punctuation, i.e., a period, closing parenthesis, closing bracket, or question mark.

2A3. Sources of information

Record the elements of data in the prescribed order, even if this means transposing data, unless case endings are affected, or the grammatical construction of the data would be disturbed, or one element is inseparably linked with another. In the latter case, transcribe the data as found.

2B. General rules

2B1. Printer equivalent to publisher

When no publisher is named but a printer is, assume that the printer is equivalent to the publisher and follow the provisions given below for publishers.

2B2. Printer and publisher explicitly stated

When a printer is given in addition to the publisher and is considered important, give the details of printing in parentheses after the publisher (see also 2G). The same may be done with manufacturers that are considered important. In case of doubt about whether a named agency is a publisher or a manufacturer, treat it as a publisher.

New York : Published by W. Schaus, c1860 (Boston : Printed at J.H. Bufford's)

London : Published by Ackermann & Co. ... ; Coblenz : Bei J. Hölscher ; Paris : Arthus Bertrand, éditeur, [between 1832 and 1841] ([Paris?] : Imp. de Bougeard)

2B3. Sponsor-advertiser

Sponsor-advertisers may have a role both in the creation of the material as well as in its publication. Thus, a sponsor-advertiser may appear both in the statement of responsibility and in the publisher's position.

Congress playing cards : crisp, flexible, luster finish, new designs : sold by dealers / The U.S. Playing Card Co. -- [S.l.] : The U.S. Playing Card Co., c1900 (Cincinnati, U.S.A. : The U.S. Printing Co.)
(The U.S. Playing Card Co. commissioned the poster and acted as the publisher as well)

2C. Place of publication, distribution, etc.

2C1. Record the place of publication, etc., in the form and the grammatical case in which it appears in the source. If the place of publication appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), transcribe this as well. Include in the transcription any prepositions appearing before the name of the place, as well as accompanying words or phrases associated with the name.

St. Louis, Mo.

Cincinnati, U.S.A.

Springland near Bristol, Penna

A Lyon

In London

Printed at Bennington

2C2. If considered necessary for identification, add an alternative form of the transcribed place name in square brackets. Use the current, well-established English form of the name, if there is one.

Christiania [Oslo]

2C3. Add the name of the country, state, province, etc., to the transcribed place name if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use the current, well-established English form of the name, if there is one, and use abbreviations appearing in AACR 2, Appendix B.

City alone appears in the chief source of information; larger juristiction supplied by cataloger:

Cambridge [Mass.]

Cambridge [Cambridgeshire]

Newport [R.I.]

Washington [Pa.]

Lincoln [Neb.]

Santiago [Chile]

London [Ont.]

City and larger jurisdiction appear in the chief source of information:

Carbondale, Ill.

Tolworth, England

Lincoln, Nebr.

2C4. When a place name is found only in an abbreviated form in the chief source of information, give it as found, and add the full form or complete the name.

Mpls [i.e. Minneapolis]

Rio [de Janeiro]

Phila[delphia]

Philada. [i.e. Philadelphia]

N[ew] Y[ork]
(the city)

2C5. When two or more places are given as the places of publication or distribution, and all the places are related to the same publisher or distributor, record all of them in the order in which they appear in the chief source of information.

Meadville, Pa. ; St. Louis, Mo.

Cincinnati ; New York

2C6. When, in cataloging a collection of published items having a series title and the same publisher and the place of publication is found to change in the course of publication, give the place of publication of the later part(s) in a note (see also 2D5).

2C7. When the place of publication appears only as part of another area or appears as an integral part of the publisher statement, transcribe it as such, and repeat the place of publication as the first element of the publication area. Use the current, well-established English form of the name, if there is one. Enclose this supplied element in square brackets.

Place appears as part of the publisher statement:

bey Caspar Closemann, Buchhandlern in Bresslaw zubefinden

Place of publication recorded as:

[Breslau] : Bey Caspar Closemann, Buchhandlern in Bresslaw zubefinden

Place appears in the statement of responsibility and is repeated in square brackets:

/ drawn, engraved & published by W. Birch in Springland near Bristol, Penna. -- [Springland : W. Birch]

2C8. Fictitious or incorrect place name

When the place of publication given in the source is known to be fictitious or incorrect, follow it by the abbreviation "i.e." and the correction in square brackets, and give the basis for the correction in a note. Use the current, well-established form of the name, if there is one.

2C9. Address, district, or sign as place of publication

When only an address, a district, or sign appears in the source, supply the name of the place of publication in English, in square brackets. Use the current, well-established English form of the name, if there is one. When supplying the place, give a justification in the note area, if necessary.

[London] : Published according to law & sold by R. Willock, bookseller in Cornhill, & J. Boydell, engraver in Cheapside

[Paris]
(publisher statement reads: a l'enseigne de l'éléphant," the trade sign of a Paris printer)

[London]
(publisher statement reads: "sold in St. Paul's Church yard")

2C10. Uncertain place of publication

2C10.1. When the place of publication is uncertain, give the probable place in square brackets with a question mark. Use the current, well-established English form of the name, if there is one.

[Amsterdam?]

[Oslo?]

[Leningrad?]

2C10.2. When no probable city of publication can be given, give the name of the state, province, or country, or the probable state, province, or country as the place of publication in square brackets, with a question mark if necessary. Use the current, well-established English form of the name, if there is one.

[Canada]

[Surrey?]

2C10.3. If, when supplying a place of publication, the reason for supplying the place is not apparent from the rest of the description, give in a note the source of such information.

2C11. More than one language or script

When the name of the place of publication appears in more than one language or script, give the statement in the language or script of the title proper, or if this criterion does not apply, give the statement that appears first. Give the parallel statement in a note, if desirable.

2C12. No place of publication

When no place or probable place can be supplied, give the abbreviation "s.l." (sine loco), in square brackets. Capitalize only the "s" of "s.l."

2D. Name of publisher, distributor, etc.

2D1. Give the name of the publisher, etc., following the place(s) to which it relates. Transcribe the name of publisher, etc., in the full form and grammatical case (with associated words and phrases) in which it appears in the source.

New York : Published by W. Schaus

New York : Lith. & published by E. & J. Brown

London : Printed for Robt Sayer, map & printseller, at the Golden Buck near Serjeants Inn, Fleet Street

Cincinnati : Russell-Morgan Printing Co.

2D2. When there is more than one statement relating to publishers, etc., generally record them all in the order in which they appear or according to the typography and layout. Separate the parts of a complex publisher statement only if they are presented separately on the material (i.e., not linked by connecting words or phrases).

London : Published by J. Smith ; Paris : Chez Bernard

St. Louis : Published by Stork & Co. ; New York : Distributed by John Adams

[London] : Published according to law & sold by R. Willock, bookseller in Cornhill, & J. Boydell, engraver in Cheapside

2D3. Qualifications, such as "printer to the King," are generally omitted. Insignificant information in the middle or at the end of the publisher statement may be omitted. Addresses are also generally omitted unless they aid in identifying the material. Indicate all omissions by the mark of omission. (However, see 2F2.)

On source:

London, published by Ackermann & Co., 90 Strand

Transcription, with mark of omission for the address:

London : Published by Ackermann & Co. ...

2D4. Transcribe a place of publication appearing in the text of the publisher statement as part of the publisher statement, but also record it in square brackets as the first element of the publication area (see 2C7 above).

2D5. When, in cataloging a collection of published items having a series title and the same publisher, the name or form of name of the publisher is found to change in the course of publication, give the publisher statement of the later part(s) in a note (see also 2C6).

2D6. When only the address, district, or sign of the publisher is given in the source of information, record the name of the publisher in square brackets, if known, either before or after the address or sign, as appropriate. If necessary, give the source of this information in a note.

2D7. Enclose the name of the publisher in square brackets if it is inferred from a device, even if the device includes the publisher's initials or spelled-out name. Give a note to support the inference and cite a source of verification, if necessary.

2D8. When no name, address, or device of a publisher appears in the source, supply the name of the publisher in square brackets, if known. When the responsibility of a publisher for a particular item is uncertain or speculative, either add a question mark to any supplied name or give the information in a note. Give supporting evidence in a note, if necessary.

2D9. Publisher unknown

When no name can be given as that of the publisher, supply the abbreviation "s.n." (sine nomine) in square brackets. Do not capitalize the "s" of "s.n."

Paris : [s.n.]

[S.l. : s.n.]
(place of publication and publisher unknown)

2D10. When the name of the publisher appears in more than one language or script, give the statement in the language or script of the title proper, or if this criterion does not apply, give the statement that appears first. Give parallel statements in a note, if desirable.

2E. Statement of function of publisher, distributor, etc.
(optional addition)

Add to the name of a publisher, etc., one of the following terms, in square brackets, indicating function:

distributor
manufacturer
printer
publisher
sponsor-advertiser

unless

a) the phrase naming the publisher, etc., includes words that indicate the function performed by person(s) or body (bodies) named; or
b) the function of the publishing, etc., agency is clear from the context.

New York : Published by J. Baillie, c1848 (J. Baillie Lith. [printer])

St. Louis, Mo. : Keystone View Co. ; [S.l.] : B.L. Singley [distributor], c1900

2F. Date of publication, distribution, etc.

2F1. Give the date or span dates of commercial publication, etc., as a year or years. Optionally, include the month and day as found on the material. Change roman numerals indicating the year to arabic numerals unless they are erroneous or misprinted (see 2F3). Omit words and phrases such as "printed in the year" and "anno," without using the mark of omission.

[London] : Pubd. by T. Tegg III, Cheapside, June 6, 1814
(option to include month and day used)

Optionally, if it is considered important to retain in the catalog record the exact wording of imprint information, transcribe the date of publication, including dates appearing as roman numerals, and any associated words or phrases as they appear in the source. When the date transcribed is in roman numerals, give the date in arabic numerals in square brackets directly following the form in roman numerals. When the date statement is very long, it may be abridged, using the mark of omission.

[London] : Pubd. by Robt. Sands, Cheapside, on this day of May 13th in the year MDCCCXIV [1814]

2F2. Date appears within the place or publisher statement or another area

When the date is inseparably linked to the place or publisher statement or to information in another area according to one or more of the conditions enumerated in 1B1.1, record it with the element to which it is linked and repeat it in square brackets as the date element of the area.

London : Published May 1, 1801, by Dr. Thornton, [1801]

2F3. Fictitious or incorrect date

When the year of publication or printing is known to be fictitious or incorrect, or has been misprinted, record it as given and follow it by the abbreviation "i.e." and the correction in square brackets.

, 1812 [i.e. 1813]

2F4. Copyright dates

2F4.1. When the dates of publication, distribution, etc., are unknown, give the copyright date or, in its absence, the date of manufacture (indicated as such) in its place. Use the abbreviation "c" for copyright and follow it by the year without spacing.

c1967

, 1967 printing

2F4.2. When giving the copyright date, omit phrases such as "Entered according to Act of Congress in the year...," without using the mark of omission.

2F4.3. Optional addition. Add the date of copyright following the publication date if they differ.

1967, c1965

2F5. Probable date of publication, etc.

2F5.1. When no date of publication, distribution, etc., copyright date, or date of manufacture can be found for the material, give a probable date or span dates of publication according to one of the patterns in Appendix A. Give any needed explanation in a note.

2F5.2. As a last resort with single items, for which no date can be conjectured, use the abbreviation "s.d." (sine datum) in square brackets.

2F6. In describing a collection consisting of items published over a number of years, record the date of the first published item and the last published item and connect them by a hyphen.

, 1845-1860

When the order of publication dates does not correspond to the order of the item numeration, record the date of each item in a note, if desirable.

, 1845-1860
(dates of publication)
Plates published as follows: Pl. 1. 1846 — Pl. 2. 1845 — Pl. 3. 1860 —Pl. 4. 1859.
(note)

2G. Place and name of manufacturer or printer and date (optional addition)

When a separately named manufacturer or printer that is considered important by the cataloging agency appears in the chief source of information, give the place, name, and/or date, if they differ from the place, name of publisher and/or date of publication.

New York : Published by W. Schaus, c1860 (Boston : Printed at J.H. Bufford's)

2H. Date of execution of unpublished material

2H1. Give the date or span dates of execution as a year or years. Optionally, include month and day as found on the material.

Single items:

Ridge riders / Crandall. — 1974.

Deadwood people celebrating the building of the largest reduction works of the kind (for gold and silver ores) in the world / J.C.H. Grabill, photographer, Deadwood and Sturgis, Dakota Ter[ritory]. — 1888.

Collections:

National Child Labor Committee collection / Lewis Wickes Hine. — 1908-1924.

2H2. Add the copyright date following the date of execution if they differ.

1886, c1892

Views of Oklahoma / J.V. Dedrick. — 1908, c1909.

2H3. When the date of execution is an integral part of the transcribed title on a single item, transcribe it as such, and repeat it in square brackets as the date element in the publication, distribution, etc., area (see 1A3, 1B1.1).

Near Sale's house, 23 Oct. 1886, Otago Harbour. — [23 Oct. 1886]

2H4. No date of execution

When no date is known, supply a probable date according to the patterns shown in Appendix A, or use the known date of copyright. Give any necessary explanation in the note area. Use the abbreviations "ca." (circa) and "c" (copyright), writing them in the lowercase.

Single items:

A song of degrees of David : Psalm 133 / Ben Shahn. -- [1960?]

Karen Female Institute, Tounghoo : with the native board of managers in their hunting dress / drawn by Mrs. Ellen B. Mason, from a photograph. -- [ca. 1862]

[Man with fishing rod] / D. Parker. -- [between 1979 and 1982]

Collections:

Clare Boothe Luce collection -- ca. 1933-1966

Photographic views of Kern County, California / Carleton Emmons Watkins. — 1888?

2H5. As a last resort with single items, for which no date can be conjectured, use the abbreviation "n.d." (no date) to indicate this.

3. PHYSICAL DESCRIPTION AREA

Contents:

3A. Preliminary rules
3B. Statement of extent (including specific material designation
3C. Other physical details
3D. Dimensions
3E. Accompanying material
3F. Collections containing more than one distinct category of material

3A. Preliminary rules

3A1. The statement of physical characteristics gives:

a) an indication of the extent (e.g., number of physical units);
b) specific material designation--an indication of the medium or format of the material (and in some cases both)
c) an indication of the material upon which the image(s) is printed or executed (primary support), if significant;
d) an indication of the material upon which the image is mounted (secondary support), if significant;
e) other details of physical description, as appropriate;
f) dimensions;
g) an indication of accompanying material.

The specific rules given below provide for aspects of exceptional physical description, as dictated by the nature of a particular medium or format. Examples in this area are intended to illustrate specific points only. Not all the elements that would be required in a full catalog record are provided in each case.

3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Precede the physical description area by a period, space, dash, space (. --) or start a new paragraph.[1]

Precede other physical details by a colon (:).

---

1 The Library of Congress starts a new paragraph with this area.

Precede dimensions by a semicolon (;).

Precede a statement of accompanying material by a plus sign (+).

Enclose physical details of accompanying material in parentheses.

Normally, an area begins with a capital letter, but in the physical description area start instead with the lower case (e.g., ca. 2,500 items).

End the physical description area with a period unless it already ends with a closing parenthesis or mark of abbreviation (e.g., cm.).

3A3. Sources of information

Take information for the physical description area from any source. Take explicitly or implicitly stated information from the material itself.

3B. Statement of extent (including the specific material designation)

3B1. There are four ways[2] of stating the extent; indicate the number by an arabic numeral. Record 1 if there is only one item unit, even if implicit in the use of the specific material designation in the singular. For special additions, see 3B6. See also 3C4.2.

a) Record the exact number of single items.

1 drawing

4,945 transparencies

16 pictures

b) Record the approximate number of single items.

ca. 465 prints

ca. 2,500 photoprints

---

[2] The methods a through d and the special additions provided for in 3B6 obviously offer several possibilities in the level of detail that can be achieved. It is recognized that institutions will set their own policies in this respect.

c) Record the number of containers or volumes.[3]

1 portfolio

8 albums

65 boxes

d) Record the linear (i.e., length of shelf or file drawer) or cubic measurement.

56 ft.

24 m.

6.3 cu. ft.

3B2. Later addition of material to a collection

It is recognized that when collections are cataloged there may be a need to provide for the later addition of material, as when new material is accessioned from the same source as an already cataloged collection, and it is appropriate to add it. Under these circumstances, portions of the record are naturally subject to change (usually the statement of extent), with a final statement of exact contents when the decision is made to close the collection. It may, however, instead be desirable to catalog the addition separately, linking it to the collection by a note (see 5B22).

3B3. Series

Record the number of items in a series according to what is in hand. If the series is evidently incomplete, as when numbers in the sequence are missing, make an explanatory note about what is wanting.

---

[3] The Library of Congress generally does not record the number of containers or volumes unless they are contemporary with the material contained in them, they are an integral part of the material, or the number of items is very large and only a box or volume count is being given. Thus, if the Library has put a collection of 35 prints in 6 storage boxes, the statement of extent is 35 prints. If the Library has put a carte-de-visite album in 1 storage box, the statement of extent is 1 album. However, if the Library has put a large collection of items that are too numerous to count into 25 storage boxes, the statement of extent is 25 boxes.

3B4. Information on the component parts of a collection

When a collection is being described and a more specific statement of extent is desirable, add the number of component parts in parentheses. This additional statement may show a single figure representing the total number of components or it may show multiple figures representing the subtotal for the different categories of material within a container or volume. When such details are numerous or complex, give them in the note area. For complex collections, see also 3F.

1 portfolio (40 lithographs)

1 album (78 carte-de-visite photoprints)

6 albums (127 photoprints)

7 m. (ca. 8,000 pictures)

5 ft. (14 albums, 6 boxes)

3 sketchbooks (92 drawings)

155 photoprints (101 gelatin silver, 54 albumen)

4 albums (65 photoprints, 2 broadsides, 3 postcards)

16 prints (10 woodcuts, 6 wood engravings)

3B5. Specific material designation

Choose a term from the list below for the specific material designation (SMD). If desirable, give further description in other physical details (see 3C) and in the note area. The material on which the image has been printed or executed and the mounting may also be of significance and are then included with the specific material designation (see 3B6.3 and 3B6.4).

collage
drawing
painting
photomechanical reproduction
photonegative
photoprint
picture
print
slide
transparency

3B6. Special additions to the extent statement and the specific material designation

3B6.1. Multiple images

When more than one discrete image is on the same side of a single support, indicate this in parentheses.

2 drawings (1 sheet)

Optionally, make a separate record for each image and make a note as to their relationship.

3B6.2. Multiple sheets composing one image

When a single image consists of more than one sheet, indicate the number of sheets in parentheses.

1 print (24 sheets)

3B6.3. Primary support (optional addition)

Expand the extent statement to specify the type of material for the primary support when this would convey significant information. Some typical cases are:

a) the material is unusual as a support for the image medium or it cannot reliably be inferred from the specific material designation;
b) such features of the material as texture, color, or weight are unusually important in relation to the image;
c) the support needs to be described so as to make the catalog record distinctive.

1 painting on wood

1 print on gold paper

2 drawings on green laid paper (1 sheet)

1 photoprint on leather

3B6.4. Secondary support (optional addition)

Normally, information on the secondary support is not given as part of the expansion of the extent statement. However, an image with secondary support may be noted if the mount or mat is of historical, informational, aesthetic, or archival importance.

1 photoprint mounted on cardboard

12 photoprints on carte-de-visite mounts

39 photoprints on stereo cards

125 photoprints on cabinet cards

1 drawing mounted on plywood

28 photoprints on printed mounts

1 print (3 sheets) mounted on masonite

35 slides in metal mounts with glass

275 slides in plastic mounts

3C. Other physical details[4]

The second major element of the physical description area is a statement that:

a) describes more specifically the means by which the image was produced;
b) gives an indication of color;
c) describes the means by which text with the image was produced.

3C1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Separate this element from the specific material designation by a colon (:).

---

[4] Each institution must determine the specificity necessary for describing graphic media. If the holdings are solely graphics and the users tend to be specialists, media descriptions may be at a very specific level, e.g.,

16 prints : woodcut
1 photoprint : albumen, gold toned
1 print : lithograph

If, on the other hand, the holdings are to be used by researchers primarily interested in subject content rather than differences in media, the description may be at a more general level, that is basically the SMD and perhaps an indication of color (see 3C4).

Separate each part of the description of other physical details by a comma or conjunction.

1 print : woodcut, with text in letterpress

1 photonegative : glass, collodion

1 drawing : silver-point

1 painting on paper : oil

1 print : lithograph, col.

1 painting : watercolor

3C2. Photographic materials

3C2.1. If desirable for photoprints, give the trade name or other technical specification. Always indicate when a photoprint is negative.

1 photoprint : salt paper

6 photoprints : cyanotype

1 photoprint : Kodak bull's eye

15 photoprints : negative

3C2.2. With photonegatives, specify the base of the emulsion if it is other than safety film.

1 photonegative
(i.e., safety film)

655 photonegatives : nitrate

25 photonegatives : glass, stereograph

Optionally, always specify the base.

1 photonegative : safety film

3C2.3. If desirable for transparencies and slides, give the trade name or other technical specification.

12 transparencies : Kodacolor

27 slides : lantern

3C2.4. With stereographs, add the word "half," as appropriate.

1 photoprint on stereo card : stereograph (i.e., a full stereograph)

25 photoprints : half stereograph

3C2.5. With photomechanical reproductions, give the method of reproduction (photogravure, collotype, or whatever term is used on the material).

1 photomechanical reproduction : photogravure

1 photomechanical reproduction : rotogravure

25 photomechanical reproductions : halftone

37 photomechanical reproductions : woodburytype

3C3. Multiple techniques or processes

3C3.1. When multiple techniques or processes are identified in a single graphic item, name each, with the predominant technique, if any, named first. Terms for medium, technique, process, and format may be freely combined with the use of conjunctions and prepositions as necessary.

1 print : drypoint, sandpaper, and roulette

1 drawing : watercolor, gouache and pen and brown ink over pencil, with gum arabic and scraping out

1 collage : photoprints, newspaper clippings, paint

1 print : drypoint and aquatint

3C3.2. When multiple techniques or processes are known to have been applied but are unidentified, use the terms "mixed media" or "multiple processes," as appropriate.

1 print : mixed media, including etching, mezzotint, drypoint, reversed soft ground engraving, electric stippler, scraping, and burnishing

1 photoprint : multiple processes

3C4. Color

3C4.1. Indicate if the image(s) is colored, hand colored, tinted, or toned. (For paintings, an indication of color is usually unnecessary.) When hand coloring is known to have been done after the image was originally issued, make an explanatory note. If desirable, indicate if the image(s) is black and white. Use the abbreviations "col." (colored), "hand col." (hand colored), and "b&w" (black and white).

1 print (12 sheets) mounted on linen : woodcut, hand col.

1 photoprint : col.

1 transparency : Kodachrome

1 print on green laid paper : etching and drypoint, blue ink

1 transparency : b&w

15 photoprints : albumen, gold toned

1 photoprint : gum bichromate, black

3C4.2. The presence of some colored images in a collection may be indicated either in a general way or the specific number may be given.

125 photoprints : many col.

50 prints (25 woodcuts, 25 etchings) : some hand col.

45 photoprints : some sepia toned

61 photoprints : albumen, some gold toned

45 photoprints : 27 col.

12 transparencies : lantern slides, 7 hand col.

3C4.3. Optionally, for lithographs give the number of colors (i.e., stones) and, if desired, enumerate the colors in a note.

1 print : lithograph, 2 cols.

1 print : chromolithograph, 7 cols.

3D. Dimensions

The measurement of graphic materials to produce a statement of dimensions for the catalog record is an important activity, since dimensions aid in identifying the material and also in calculating space requirements for storage or exhibition. Different types of graphic material require different types of measurements to reflect adequately the size of the image or the whole item. Both the primary and secondary supports of images may also figure importantly in measurements.

3D1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Precede the dimensions with a semicolon (;).

3D2. General rules

3D2.1. Generally, the statement of dimension shows the height x width. The side for height and the side for width are determined with reference to the position in which the image would be viewed. Height is always expressed first.

1 drawing ; 18 x 14 cm.

3D2.2. Generally, give the height x width for all graphics in centimeters rounded off to the next whole centimeter up (e.g., if a measurement is 37.1 centimeters, record it as 38 cm.). Use the abbreviation "cm." The following rules give guidance for special cases.

Optionally, for single items, give the dimensions to the nearest millimeter.

Since the size of some photographic materials is standardized in the trade in inches or millimeters, the standard size may optionally be given in these cases. Use the abbreviations "in." and "mm."

1 drawing ; 15 x 18 cm.

1 photoprint ; 10 x 8 in.

1 photonegative ; 35 mm.

Optional addition. Add inches in parentheses after the metric size, rounding off the size up to the next quarter inch. (When using the option of measuring to the nearest millimeter, give the additional size to the nearest eighth inch.)

1 print ; 20 x 25 cm. (8 x 9 3/4 in.)

3D3. Single items

3D3.1. For single drawings and planographic and relief prints, generally record the dimensions of the pictorial area, specified as such. If desirable, record the dimensions of the pictorial area including printed text. For single intaglio prints, record the dimensions of the plate mark (see also 3D5). In any case, precede the dimension by the aspect that has been measured, that is, "image," "image and text," "plate mark," or "sheet."

1 drawing ; image 16 x 15 cm.

1 print ; plate mark 27 x 34 cm.

1 print ; image and text 67 x 44 cm.

1 print : lithograph ; sheet 100 x 70 cm.

3D3.2. When an image consists of more than one sheet, measure the whole sheet.

1 picture (4 sheets) ; full sheet 220 x 120 cm.

Optionally, when the sheet sizes are uniform, give the individual sheet sizes.

1 picture (4 sheets) ; each sheet 110 x 60 cm.

3D3.3. For unmounted photoprints and those not on standard mounts, generally record the dimensions of the primary support.

1 photoprint ; 10 x 8 in.

1 photoprint ; 14 x 16 cm.

3D3.4. For photoprints affixed to standard mounts, such as cabinet cards, record only the dimensions of the mount.

1 photoprint on stereo card : stereograph ; 9 x 18 cm.

1 photoprint on cabinet card : sepia toned ; 17 x 11 cm.

1 photoprint on carte-de-visite mount ; 11 x 6 cm.

3D3.5. For photonegatives, record only the dimensions of the base of the emulsion.

1 photonegative ; 35 mm.

1 photonegative : glass ; 4 x 5 in.

3D3.6. Optional addition. Add other dimensions that help to identify the item (e.g., when there is a large difference between the image and primary support size) or that help to assess storage or exhibition requirements. Specify the aspect that has been measured. Separate each additional dimension by a comma.

1 print : etching ; plate mark 49 x 51 cm., on sheet 68 x 72 cm.

1 photoprint ; image 7 x 5 in., on sheet 10 x 8 in.

1 drawing : pen and India ink ; image 13 x 14 cm., on sheet 33 x 42 cm.

3D4. Nonrectangular and irregular shapes

3D4.1. For circular shapes, give the diameter, specified as such. Use the abbreviation "diam."

1 print : mezzotint ; diam. image 6 cm., plate mark 8 x 7 cm., on sheet 24 x 17 cm.

1 photoprint : Kodak bull's eye ; diam. image 5 cm., on sheet 16 x 14 cm.

3D4.2. For oval shapes, give the major and minor axes, specified as "oval."

1 print ; oval image 7 x 5 cm.

3D4.3. For an irregular shape, measure by squaring it off at the greatest points with two transparent triangles or strips of plastic. Use the abbreviation "irreg." and, if desirable, whatever word or phrase describes the shape.

1 collage : photoprints, newspaper clippings, paint ; irreg. pentagon image 41 x 36 cm., on sheet 57 x 48 cm.

3D5. Intaglio prints on trimmed sheets or with eradicated plate marks

When a sheet has been cut on or inside the plate mark subsequent to the creation of an intaglio print or the plate mark is indistinguishable, give the dimensions of the sheet and explain in a note.

3D6. Folded items

When an item is kept folded, give the dimensions of the primary support and add the dimensions when folded.

1 print ; 36 x 63 cm., folded to 10 x 20 cm.

3D7. Sight measurements and framed items

3D7.1. When the full image is not visible because of a non-removable mat or other obstruction, give the sight measurements and, if desirable, the dimensions of the mat, etc.

1 print : lithograph ; visible image 26 x 30 cm., in mat 34 x 38 cm.
(window mat and backing are glued together)

1 photoprint : daguerreotype ; visible oval image 7 x 6 cm., in case 11 x 9 cm.

3D7.2. When the item is in a frame of specific historical importance, the frame is considered a part of the work itself, or the work is permanently framed at the request of the creator or donor, give the dimensions of the frame separately, specified as such.

1 painting ; visible image 30 x 24 cm., in frame 47 x 41 cm.

3D8. Daguerreotypes

With daguerreotypes, specify the plate size, if known.

1 photoprint : ninth plate daguerreotype ; 7 x 6 cm.

3D9. Collections

3D9.1. In general, give the measurements for a collection according to the terms of the first statement of extent and record only the outside dimensions. When some images are designed to be viewed horizontally and some vertically, give the measurements according to the majority.

75 photoprints ; 7 x 9 in.

1 portfolio (28 etchings) ; 21 x 30 cm.

6 albums (280 carte-de-visite photoprints) ; 54 x 50 cm.

65 photonegatives : nitrate ; 2 1/4 x 2 1/4 in.

25 drawings : pen and India ink ; 16 x 27 cm.

247 photoprints ; 5 x 4 in.

3D9.2. When the items, containers, or volumes are of two sizes, give both. When they are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and the words "or smaller."

488 photoprints ; 4 x 5 in. and 5 x 7 in.

3 albums (633 photoprints) ; 29 x 33 cm. or smaller

55 prints : lithograph ; 71 x 44 cm. or smaller

3E. Accompanying material

There are two ways of recording information about accompanying material:

a) Record the name of the accompanying material at the end of the physical description.

200 photoprints ; 20 x 25 cm. + 1 ms. catalog.

b) Record the name and details of the accompanying material in a note (see 5B10 below).

Optional addition. If method a is applied and further physical description is desired, add a statement of extent, other physical details, and dimensions of the accompanying material as appropriate. Formulate such additional descriptions in accordance with the rules for physical description and rules for other types of materials found in the special chapters in AACR 2.

415 photoprints ; 7 x 9 in. + 4 maps (36 x 49 cm. and 64 x 44 cm.)

3F. Collections containing more than one distinct category of material

When a collection contains material falling into more than one distinct category (medium, format, or container), for which separate physical descriptions are desired, record each part on a separate line, starting with the most numerous part. Give only the outside dimensions (see 3D9).

200 prints : lithograph, col. ; 37 x 24 cm.
150 prints : etching ; 23 x 27 cm.
55 prints : wood engraving ; 36 x 46 cm.

280 photoprints ; 13 x 18 cm.
150 photonegatives ; 35 mm.

65 prints : relief process ; 29 x 22 cm.
8 albums (550 photoprints) ; 51 x 46 cm. or smaller

4. SERIES AREA

Contents:

4A. Preliminary rules
4B. Title proper of series
4C. Parallel title of series
4D. Numbering within series
4E. Subseries

4A. Preliminary rules

4A1. Use the series area only when cataloging a single item that bears a series title.

4A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Precede the series area by period, dash (. --).

Enclose each series statement in parentheses.

Precede a parallel series title by an equal sign (=).

Precede the numbering within a series or subseries by a semicolon (;).

Precede the title of a subseries by period, space (.).

4A3. Sources of information

Take information recorded in the series area from the chief source of information as outlined in 0B1.1.

4B. Title proper of series

4B1. Transcribe the title proper of the series from the chief source of information according to the provisions in 1B, using only those that apply to titles transcribed from the item.

London's country

The famous Rahl & Bradley living bronze statues

4B2. Variant form of the title proper of the series

When the item being cataloged is from a series whose chosen title proper varies from the one appearing on the item (see 1B2.2), use the same form as was used for the collection. Give the variant form in a note, if it is of value in identifying the work.

4C. Parallel title of series

Follow the instructions in 1E when recording the parallel title of a series for the second or third level of description.

4D. Numbering within series

4D1. Record the numbering of the item within the series in the terms given on the item. Be sure that it is a designation given either by the publisher or creator that applies to the group of items to which the one being cataloged is related. (Record numbers used to designate photonegatives, plates, etc., in the note area). Use standard abbreviations found in AACR 2, Appendix B and substitute arabic numerals for other numerals or spelled out numbers (see AACR 2, Appendix C). Substitute "no." for the symbol "#."

The illustration of the Siberian war ; no. 3

4D2. Other designations

When the item has a designation other than a number, give the designation as found.

; Tab. 56

; pl. A

4E. Subseries

When an item is one of a subseries and both the series and the subseries are named in the chief source of information, give the title proper of the main series first and follow it with the name of the subseries and the title of the subseries.

Gems of American life. American beauties ;
no. 15

5. NOTE AREA

When the description in the areas preceding the note area does not clearly identify the material being cataloged, make all notes necessary for unambiguous identification. Notes qualify and amplify the formal description, including instances where the rules do not allow certain information to be placed there.[1] They can, therefore, deal with any aspect of the material.

By their very nature, notes cannot be enumerated exhaustively, but they can be categorized in terms of the area of the description. In addition, there are notes that do not correspond to formal description. It may be useful to group notes that refer to more than one area, for instance when they are all based on one source. When appropriate, refer to a detailed description in an authoritative source, or use both notes and the reference to the authoritative source.

Contents:

5A. Preliminary rules
5B. Notes

5A. Preliminary rules

5A1. Punctuation

Begin the note area with a new paragraph.

Precede each note by period, space, dash, space (. --), or start a new paragraph for each note. End each paragraph with a period or other mark of final punctuation, e.g., closing parenthesis or square bracket.

Separate introductory wording from the main content of a note by colon, space (:). If desirable, capitalize, italicize, underline, or otherwise emphasize such introductory wording.

5A2. Sources of information

Take information recorded in notes from any suitable source. Use square brackets only for interpolations within quotations.

---

[1] It should be remembered that access points are not necessarily obtained solely from the body of the entry. In theory, any piece of information in the note area can be chosen by the cataloging institution as an access point in order to make the material as accessible as possible.

5A3. Form of notes

When data in a note correspond to data found in the title and statement of responsibility, publication, distribution, etc., physical description, and series areas, give the elements of the data in the order in which they would appear in those areas. In such a case, use the prescribed punctuation, except substitute a period for a period, space, dash, space.

Originally printed: London : Gray, 1879

Plate from: Great expectations realized : or, Civilizing mountain men / by Mrs. Ellen H.B. Mason. Philadelphia : American Baptist Publication Society, 1862.

Other notes may be concerned with publication or distribution subsequent to creation and with matters of collections management.

Quotations

Give quotations from the material or from other sources in quotation marks. Follow the quotation by an indication of its source (separated by a dash), unless that source is the chief source of information. It may be desirable to pinpoint the location of the quotation on the chief source. Do not use prescribed punctuation in quotations.

"Du Tahiti lointain ce qu'y vit Gauguin une idole repue"--penned note in lower left margin.

References

Make reference to text on the material, or in other sources, if these either support the cataloger's own assertions or save repetition in the catalog entry of information readily available from other sources.

Formal notes

Use formal notes employing an invariable introductory word or phrase or a standard verbal formula when uniformity of presentation assists in the recognition of the type of information being presented or when its use gives economy of space without loss of clarity.

Informal notes

When making informal notes, use statements that present the information as briefly as clarity, comprehension, and grammar permit.

5B. Notes

A general outline of types of notes follows; notes other than those provided for may be made if desired. Specific applications of many of these notes are provided in the preceding sections. Make notes as called for in the following subrules, and, generally, in the order in which they are listed here. When appropriate, combine two or more notes to make one note. Institutional policy may dictate the order of notes.

5B1. Source of title proper

Always make a note on the source of the title proper transcribed from a reference source; record the source also when the title proper has been taken from accessories to the material even if they form part of the chief source of information.

Title from: (cite the reference)

Title from frame inscription.

Title from cover.

Title from printed label affixed to verso of Library's copy.

5B2. Variations in title

Make notes on titles borne by the material other than the one chosen as the title proper. Make a note on variations found in reference sources, if it helps to identify the material.

Manuscript title on verso: Mrs. Humphrey's garden.

Title inscribed by artist: Romany Marye's.

Title varies on no. 2 and 6: Illustration from the Siberian War.

Same image published with other titles: Bird's-eye view of Cincinnati; Cincinnati, 1878.

5B3. Parallel titles and other title information.

Make notes on parallel titles appearing on the material that have not been transcribed in the body of the entry; also give other title information appearing on the material, if considered important.

5B4. Continuation of title

If desirable, complete the transcription if the title proper and/or other title information was abridged in the description.

Title continues: ... as originally written for, and performed by him at the Olympic and Chatham Theatres, New York.

5B5. Translation of foreign title

If desirable, give the translation of a foreign language title.

Title translated: Landscape wih plane trees.

5B6. Picture caption

When the pictorial element of a single work with text (e.g., a poster or broadside) has a distinctive caption independent of the chosen title, give it in a note introduced by the words "Picture caption." Headings and mottoes may be similarly described with the appropriate label.

Picture caption: No, Ma'am, no! I am not a damaged article.

Motto above title: Good cards make card games enjoyable.

5B7. Statements of responsibility

Make notes to convey the following information:

a) variant names of persons or corporate bodies named in statements of responsibility if these are considered important for identification;
b) statements of responsibility not recorded in the title and statement of responsibility area;
c) names of persons or corporate bodies connected with the material if they have not already been named in the description.

Also attributed to Alexander Gardner.

Photographed, at least in part, by Willam H. Pennington.

Designed in apparent collaboration with...

Printed and signed by Cole Weston, son of the photographer.

Statement of responsibility taken from printed label on verso.

5B7.1. Signatures and inscriptions

If desirable, show a signature or mark, monogram, etc., that is not described in the body of the entry. If desirable, indicate where such signatures and inscriptions appear.

Do not record the actual signature if it has already been transcribed in the body of the entry.

Signed in medium, lower right corner: Ld. Grozelier.

If desirable, make a note of titles, dates, and other inscriptions that appear in the hand of the creator. If desirable, distinguish between those in manuscript form and those included in the printed image.

Signed on plate, lower right edge, and initialed in pencil, on right, below plate mark.

Signed on stone, and in pencil by the artist; signed in pencil by the printer with the note "last pull BB."

Signed on plate; signed and dated in blue pencil.

Signed and dated in pencil. Inscription: to my friend Munakata.

Signed with the artist's pseudonym.

"Presented to Gen. Hugh L. Scott by Ed Kopac"--label inside original album cover.

5B7.2. Attributions and conjectures

Make notes on attributions and cite sources, if appropriate. Mention creators to whom the material has been attributed, in cases of doubtful origin. If desirable, record also conjectures that are not allowed in the body of the entry.

Attribution made by donor Mrs. Maud Hunt Patterson, daughter of Leavitt Hunt.

Attribution made on the basis of the relationship of this print to Baillie's "Miss Mary Taylor & Mr. F.S. Chanfrau in the new piece called 'A glance at New York,'" for which Magee is delineator.

Variously attributed to Mathew B. Brady and Timothy O'Sullivan.

Possibly photographed by Edward Sheriff Curtis.

Hassan Straightshanks is the pseudonym of an unknown artist; Major Downing is a fictitious character.

5B7.3. Give the creator after whose original work the image(s) in hand has been made, if known and not part of the body of the entry.

After photoprint by Mathew B. Brady.

After painting by Rembrandt.

5B8. Publication, state, and edition

5B8.1. Make notes on details concerning publication, distribution, printing, and manufacture that are not included in the body of the entry if they are considered important.

Plates 33-44 have variant place of publication: St. Louis ; New York.

Place of publication suggested by Weitenkampf.

No. 10 has variant name of publisher: James Ackermann & Co.

5B8.2. Record the state, edition, and number within the edition when they appear on the material or can be determined from a reference source. When citing a catalogue raisonne, put the

state, edition, and related notations in parentheses immediately after the reference.

"Limited edition of 20 copies."

Library has copy no. 450.

Trial proof, with pencil corrections.

Edition: 3/50.

Edition of 50.

2d state.

Edition: AP/30.

References: Klipstein, 181 (2d state)

References: Klipstein, 182 (5th state; trial proof, no. 5)

5B8.3. When graphic material is being cataloged that is or was part of a published volume or portfolio, show its relationship to the larger unit. Use introductory phrases such as "Plate in," "Ill. in," "In," and "Plate from" followed by a colon and the citation.

Plates in: [citation]

Ill. in: Frank Leslie's illustrated newspaper, v. 69 (1889), p. 101.

Plate from: Great expectations realized : or, Civilizing mountain men / by Mrs. Ellen H.B. Mason. Philadelphia : American Baptist Publication Society, 1862.
(i.e., the plate has been removed from the publication)

5B9. Physical description/condition

5B9.1. Make notes on important physical details that are not already included in the physical description area. Include information on the physical condition of the material if it is damaged or fragile. If desirable, make notes on significant restoration work.

Bad tear in upper right corner.

Extensive foxing on original mount.

Images badly faded.

Sheet trimmed to or within plate mark.

Plate mark indistinguishable.

Impression is untrimmed proof, with color registration marks in margins, and is cut to within color in upper margin. Label on verso states that the work is "painted [i.e. printed] in 19 [i.e. 9] colors."

False biting detectable.

Print dismounted, tear repaired, and print remounted, 1979 May 13. S. Jones.

If desirable, describe containers that are contemporary to the material.

Contemporary leather covered carte-de-visite album, heavily embossed; metal clasp missing.

5B9.2. If it is desirable to distinguish a modern copy of an older photoprint or a modern photoprint made from an original photonegative, make an explanatory note.

Modern photoprint from original photonegative made 1915.

Modern photoprints from copy photonegatives of the original photoprints.

5B9.3. When details are too numerous or complex to give in the physical description area, give them in a note.

Includes pamphlets, broadsides, photoprints, newspaper clippings, collages, etc.

5B9.4. Make an explanatory note about hand coloring when it is known to have been done after the image was originally issued. If desirable, enumerate the number of colors (stones) in a lithograph.

Hand coloring done in the 20th century.

Printed in black and brown.
(for 1 lithograph : 2 cols.)

Printed in black, green, red, brown, gray, dark gray, ochre, dark brown, and yellow.
(for 1 lithograph : 9 cols.)

5B9.5. Other inscriptions

If desirable, make a note of or quote inscriptions by persons other than the creator.

"Du Tahiti lointain ce qu'y vit Gauguin une idole repue."--penned note in lower left margin.

5B9.6. Markings and stamps

If desirable, describe watermarks, trademarks, studio imprints, remarques, etc., as documentation on the printer, publisher, creator, owner, or the paper.

Photographer's stamp on verso.

Photographer's hallmark embossed on separate piece of board mounted at lower right on mount.

Watermark: Fleur-de-lis.

Blind stamp: Printer's monogram.

Blind stamps: Artist's monogram; tamarind tree.

Blind stamp: Mushroom (artist's mark).

Ink stamp of publisher on recto.

5B10. Accompanying material

Make notes on accompanying material that is not described in the physical description area.

Accompanied by official "news photo sheets," in which the photoprints were published, 1945-1946.

Accompanied by manuscript catalog.

5B11. Series

Make notes regarding series titles, incomplete series (see also 3B3), and of numbers or letters that imply a series.

Series incomplete: no. 6, 7, 10-15, 22, and 24 wanting.

Photoprints are numbered 1-25; no. 4-9, 15, 18, 21, and 24 wanting.

Evidently incomplete series titled "Gems of American Life," in which there are subseries (indicated by labels on verso), such as, "American Beauties" and "The Young Housekeeper." Handwritten numbers on verso: no. 14, 15, 20, 21, 31, 570-572, and 576.

5B12. References to published descriptions

Give references to the best or fullest published description of a work or collection.

Cite a published source when it would substantiate information provided by the cataloger or when it would provide a more detailed description of the material being cataloged.

Give references to published descriptions in catalogues raisonnés or authoritative checklists in a standard and abbreviated form. Generally, for catalogues raisonnés only the surname of the compiler and the entry number are necessary for the citation.

References: Wuerth, 153.

References: Klipstein, 169 (4th state)

References: British Museum Catalogue, 2176.

References: Special collections in the Library of Congress / compiled by Annette Melville. Washington, D.C. : Library of Congress, 1980.

5B13. Characteristics of original of photographic copy or photomechanical reproduction

If desirable, give the location of the original work(s) and the dimensions, if the information is readily available.

Original: Painting in The Phillips Collection, Washington, D.C.

Original: Watercolor in the Picture Division, Public Archives of Canada, Ottawa, measures 29.3 x 32.5 cm. (sheet).

Original: Sixth plate daguerreotype measures 9 x 7 cm.

5B14. Subject description

Use this note, introduced by the word "Subject" (followed by a colon), for an objective narrative summary of a collection or for clarification of the content, meaning, or iconography of a single item. Information that places the material in a proper context and conjectural statements may be included. Extrapolations, conjectures, and educated guesses should be clearly indicated by wording or a question mark.

For a collection include, as appropriate: date or span dates and bulk dates depicted; the most significant topic(s), event(s), person(s), place(s), etc.; arrangement; and remarks on printed or handwritten explanatory or identifying text and the language.

Use this note also to describe the functional type(s) of the material, e.g., poster, broadside, snapshot, studio portrait, slide, etc.

5B15. Biographical/historical note

Record any significant information on the creator or collector of the material required to make the nature or scope of the materials clear. For persons this may include place of birth and domicile, occupations, information on original and maiden names or pseudonyms, significant accomplishments, place of death, etc. For corporate bodies, include information on the functions, purpose, and history of the body, its administrative hierarchy, and earlier, variant, or successor names.

5B16. Arrangement

When the general arrangement of a collection is not given elsewhere, make a note on that arrangement, specifying the structure and order of the materials in the unit being cataloged.

Arranged alphabetically by surname.

5B17. Contents

If desirable, make a note of the specific contents of a collection having titled parts. Introduce this note by "Contents" or "Partial contents," as appropriate, followed by a colon. Separate each part by space, dash, space (—).

Contents: Skating in winter — Gardening in spring — Fishing in summer — Hiking in autumn.

5B18. Finding aids to collections

Make a note on any guides the repository may have to the organization and contents of a collection. If the guide has been published, make a standard bibliographic citation for it. Note also the existence of other related unpublished material, such as indexes, card catalogs, caption lists, lecture notes, and checklists, which are not actually located with the collection.

Original caption cards, arranged by photonegative number, are available in the Reading Room.

Cards are filed in the Biographical Index in the Reading Room.

5B19. Numbers or letters borne by the material

If desirable, make a note of important numbers borne by the material other than those associated with a series title, such as collectors numbers, plate numbers, photonegative numbers, etc. (see also 5B8.2 and 5B26).

5B20. Publication and other uses of the material

Make notes relating to subsequent publication and other uses of the material, if considered important.

Published as photogravure in: The North American Indian / Edward S. Curtis. Seattle, Wash. : E.S. Curtis, 1907-1930, suppl. v. 10, pl. 334.

Published as cover of Vanity Fair, July 1930.

5B21. Relationship note

When the item or unit being cataloged is related by provenance or hierarchy to a larger unit or collection, give the title or other designation (if the collection of unit does not have a distinctive title) for the larger unit or collection. In addition, indicate the relationship of the material being cataloged to the unit of which it is a part using the phrases "Forms part of" for collection or unit level description, and "In" for item analysis. (See also 5B8.3.)

In Lot 11695

In Biographical File.

In Lot 7475-1.

In the Benjamin Smith Barton collection.

Forms part of the National Child Labor Committee Collection.

Forms part of Lot 6735.

Forms part of the Gilbert H. Grosvenor Collection of Photographs of the Alexander Graham Bell family.

5B22. Addition note

When an addition to an already cataloged collection is being recorded as a separate record, make an addition note (see also 3B2).

Addition to the National Child Labor Committee Collection.

5B23. "With" note

When cataloging as separate records two or more separately titled images on a single support or parts either bound together or in one container, make a note of the other images or parts.

With: Views of Venice.

With: Fishing in the Yellow Breeches.

5B24. Terms of access, use, and reproduction

5B24.1. When the material is not generally available to researchers, or when access and handling is restricted, make a note either simply stating the fact of this restriction or specifying the details. Always introduce this note by the word "Restricted" so as to alert the catalog user.

Restricted.

Restricted: Material extremely fragile; access by appointment only.

Restricted: Closed to investigators until 1999.

Restricted: Information on reproduction rights available at Reference Desk.

Restricted: Permission for commercial use must be obtained in writing from Mrs. John Jones.

Restricted: Unprocessed; access by appointment only.

5B24.2. Copyright

When the material is under a copyright restriction, make a note. The note may be general or it may give the specific terms.

Some material is copyrighted.

Copyright interests have been reserved.

For documentary reasons, it may be desirable to give the copyright holder's name, even if the material is no longer under copyright.

Copyright held by Bernard Walter.

5B25. Provenance

If considered significant, make a note on the history of the custody of the material being cataloged. For those who have left their marks on prints and drawings, give the designation if identified in Lugt, Les marques de collections de dessin & d'estampes, Amsterdam, 1921, and supplements. If desirable, add the year or years of ownership to the name of a previous owner. It may be appropriate for clarity to introduce this note by the word "Provenance" followed by a colon. When the provenance and source (see 5B26) are the same, do not make this note, but record the information in the source note.

Provenance: Roger Marx (Lugt 2215b)

From the collection of L. McGarry, 1948-1957.

Originally collected by Paul Jones and maintained by his nephew, John Smith, after Jones' death. Purchased in 1878 by Henry Green, who added prints and drawings purchased at auctions in New York and Paris, 1878-1893.

5B26. Source

Record how the material was acquired (i.e., gift, purchase, deposit, transfer, etc.) and the donor or source (i.e., the immediate prior custodian). Unless this information is confidential, follow the status statement with the source and date of acquisition. In addition, the donor's relationship to the material may be indicated. For cataloging purposes, the

source of material acquired through purchase may be omitted. Add the year or years of accession (and the accession number, if desirable) to the name of the donor or source. When the source is unknown, state this.

Purchase, 1951-1968.

Purchase from the Dinwiddy collection, 1901.

Source unknown.

International exchange, 1948.

Bequest of Erwin Swann, 1974 (DLC/PP-1977:215)

Purchase, Classic Photographic Apparatus, 1977.

Transfer from the Manuscript Division (Josephus Daniels papers), 1948.

Anonymous gift, 1979.

Most copyright deposit of E.H. Harriman, 1899; source of remainder unknown.

Exchange with the U.S. Army Signal Corps Museum, Fort Monmouth, N.J., 1960.

Gift of Leavitt Hunt's daughter, Mrs. William E. Patterson, 1947.

Gift and purchase, 1903-1936.

APPENDIX A: Guidelines for recording probable and uncertain dates

Record probable or uncertain dates according to the patterns shown below.

1892?.....Probable date

ca. 1892.....Approximate date

not after 1875.....Terminal date

not before 1916 July 17.....Terminal date

1814 or 1815.....One year or the other

between 1906 and 1912.....A year within this time frame

189-.....Decade certain

189-?.....Probable decade

18--.....Century certain

18--?.....Probable century

APPENDIX B: Abbreviations

black and white	b&w
centimeter(s)	cm.
circa	ca.
colored	col.
copyright	c
cubic	cu.
diameter	diam.
foot, feet	ft.
illustration(s)	ill.
inch(es)	in.
meter(s)	m.
millimeter(s)	mm.
no date (of execution)	n.d.
no date (of publication)	s.d.
no name (of publisher)	s.n.
no place (of publication)	s.l.
number(s)	no.
page(s)	p.
sine datum	s.d.
sine loco	s.l.
sine nomine	s.n.

APPENDIX C: Glossary

The definitions in this glossary reflect usage in the context of these rules. Most are from the glossary of the Anglo-American Cataloguing Rules, sometimes modified to clarify their application in this document.

Access point. A name, term, code, etc., under which a catalog record may be searched and identified.

Accession. Material taken into physical and legal custody of a repository (q.v.). See also Deposit.

Accompanying material. Generally, textual material meant to be used in conjunction with an item or collection. May also include maps, charts, plans, sound recordings, etc.

Added entry. An entry, additional to the main entry, by which an item or collection is represented in a catalog; a secondary entry. See also Main entry.

After. Indicates a print made from another work (e.g, a drawing, painting, photoprint), by a second artist or craftsman. See also Reproductive print.

Alternative title. The second part of a title proper (q.v.) that consists of two parts, each of which is a title; the parts are joined by the word "or" or its equivalent in another language, e.g., "The tempest, or, The enchanted island."

Area. A major section of the description, comprising data of a particular category or set of categories. For original and historical graphic materials, the areas are: (1) Title and statement of responsibility; (2) Publication, distribution, etc. (which includes date of execution for unpublished materials); (3) Physical description; (4) Series; (5) Note(s). Each area is divided into a number of elements (q.v.).

Attribution. Ascribing of a work to a particular artist or photographer.

Bequest. Material given or left to a repository (q.v.) in a will.

Blind stamp. A device embossed or impressed without ink onto the paper used for a print or photoprint, usually to identify the creator, printer, or publisher.

Body of the entry. The portion of the catalog description that begins with the title and ends with the date of publication or execution. See also Imprint.

Bulk dates. In a collection, date(s) for which there is the most material.

Ca. see Circa.

Catalog. 1. A list of materials contained in a collection, an institution, or group of institutions, arranged according to some definite plan. 2. In a wider sense, a list of materials prepared for a particular purpose, e.g., an exhibit catalog, a sales catalog.

Catalogue raisonné. (French) A systematic and comprehensive annotated listing of all works of a creator in a particular medium or all media. Provides essential information by which individual works are identified.

Chief source of information. The source of data to be given first preference as the source from which a catalog description (or portion thereof) is prepared.

Circa. (Latin) Approximately. Use the abbreviation "ca.," e.g., ca. 600 prints, ca. 8 ft., ca. 1875.

Collage. A work created by affixing various materials (paper, wood, newspaper, cloth) to a picture surface.

Collection. A group of graphic items, including associated materials, either acquired by the repository as an existing collection or assembled by the repository into a unit for cataloging purposes. The items, whether individually published or not, do not as a collection constitute a multipart publication. However they were formed, a collection is cataloged as a unit in order to reflect one or more of the following characteristics: (1) the items are the product or collection of one or more persons or family group; (2) the items are the product or collection of a corporate body; (3) the items represent the creative effort of one person, group, or corporate body; (4) the items were brought together by a collector, and it is necessary or desirable to maintain them as a unit even if there are disparate subjects or different formats; (5) the items were designated a "collection" at the time of accessioning, with the requirement that the items not be disseminated; (6) the items have inherent unity by virtue of a single topic or several thematically related topics; (7) the items have inherent unity by virtue of their medium or format. Subunits within collections may be formed according to the same characteristics.

Container. Any housing for an item, a group of items, or a part of a group, which is physically separable from the graphic material housed.

Corporate body. An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.

Cubic feet or **meters.** A measurement of volume for collections. Use the abbreviations "cu. ft." or "cu. m."

Deposit. Material placed in the physical custody of a repository (q.v.) without transfer of ownership. See also Accession.

Depository. See Repository.

Device. An emblematic design.

Distributor. An agent or agency having exclusive or shared rights for the marketing of an item.

Drawing. An original, freehand pictorial representation (other than a print or watercolor) on paper or similar non-rigid support.

Edition. The total number of prints (q.v.) and (usually artistic) photoprints (q.v.) made and authorized by the artist or photographer for sale. The particular work within an edition is usually expressed as its number separated by a diagonal slash from the total number in the edition, e.g., 27/50.

Element. A word, phrase, or group of characters representing a distinct unit of descriptive information and forming part of an area (q.v.) of the description.

Entry. A record of an item or collection in a catalog (q.v.). See also Heading.

Finding aid. Published and unpublished descriptions of graphic material, created either by the originating corporate body, an individual creator or donor, or the repository, to establish physical and intellectual control over the material and to make it accessible to researchers. Basic finding aids include guides, inventories, card catalogs, checklists, shelflists, and indexes.

Ft. See Cubic feet or meters; Linear feet or meters.

GMD. See General material designation.

General material designation. A term indicating the broad class of material to which the item or collection belongs. See also Specific material designation.

Graphic materials. Generally, two-dimensional pictorial representations whether opaque (e.g., prints, photoprints, drawings), or intended to be viewed, or projected without motion, by means of an optical device (e.g., transparencies, slides, photonegatives).

Heading. A name, word, or phrase placed at the head of a catalog entry to provide an access point (q.v.) in the catalog.

ISBD. See International Standard Bibliographic Description.

Imprint. The place, name of publisher, and the date of publication in the catalog record (in that order). It may include the name of the printer and place. It is recorded as the publication, distribution, etc., area.

Inclusive dates. See Span dates.

Inscription. Anything written on the material by the creator or, even if not known to be in the creator's hand, anything that may contribute to the identification of the material.

Intaglio print. A print created from a plate with incised (recessed) lines and textures that have been cut, scratched, or etched with acid into the surface of the plate to hold ink for printing.

International Standard Bibliographic Description. The name of a group of standards, officially cited as "ISBD;" developed by the International Federation of Library Associations and Institutions to standardize, as much as possible, the descriptive portion of catalog and bibliographical records produced in different countries; prescribes the elements constituting the description, their order, and the punctuation between them.

Inventory. Generally, a descriptive list of items or groups of items in a collection.

Item. The smallest discrete unit of graphic material. Single graphic items may either be integrated into a repository's format collections (such as posters, drawings, stereographs, etc.) or filed by categories (such as biographical, geographical, and subject collections), regardless of the item's provenance. In such cases, the items are probably arranged by creator, subject, or date. These items may or may not be individually cataloged.

Letterpress. Refers to printing from moveable type.

Linear feet or **meters.** A measurement of shelf or file space occupied by a collection. Express this measurement with the abbreviations "ft." or "m."

Main entry. The complete catalog record of an item or collection, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracings (q.v.) of all other headings (q.v.) under which the record is to be represented in the catalog (q.v.).

Manuscript text. Writing made by hand, including typescript and inscription.

M. See Cubic feet or meters; Linear feet or meters.

Markings. Any marks besides the signature and inscriptions, e.g., studio imprint, collector's stamp, etc.

Monogram. A character or cipher composed of two or more letters interwoven or combined; usually represents a name or part of a name.

N.d. See No date.

Negative. See Photonegative.

No date. Without date, i.e., without a known or conjectured date of execution.

Note. Information that qualifies, amplifies, and explains data recorded in the formal description (that is, in the title and statement of responsibility area, publication, distribution, etc., area, physical description area, and series area).

Oeuvre catalogue. See Catalogue raisonné.

Opaque. Not transmitting any light.

Other title information. Any title other than the title proper (q.v.) or parallel titles (q.v.); also any phrase appearing in conjunction with the title proper, parallel titles, or other titles, indicative of the character, contents, etc., of the material or the motives for, or occasion of, its production or publication. Subtitles (q.v.), even if they are linked to the title proper by a preposition, conjunction, or prepositional phrase, are included as other title information.

Painting. Any pictorial representation produced by applying paint to a surface.

Parallel title. The title proper (q.v.) in another language or script, which is not grammatically linked to another part of the description.

Photograph. See Photoprint.

Photomechanical reproduction. Any picture produced in imitation of another picture through the use of a photographic process to transfer the image to a printing surface.

Photonegative. A glass plate or piece of film on which appears a "negative" image, i.e., directly opposite to a "positive" image (photoprint) or transparency.

Photoprint. Any picture mde by the action of light on sensitive (usually) silver salts. At first, the image was produced from glass plates or paper photonegatives, or the image was reproduced directly, as in a daguerreotype or tintype. The term "photoprint" (rather than photograph) is used here as a more precise term than "photograph," which technically can cover both positive and negative images.

Physical description. A statement indicating the number of physical units; the specific material designation (q.v.); the primary support (q.v.), if significant; the secondary support (q.v.), if significant; other physical details, as appropriate; dimensions; and accompanying material (q.v.).

Picture. A two-dimensional visual representation accessible to the naked eye and generally on an opaque primary support (q.v.). Use when a more specific term (e.g., print, photoprint, drawing) is not appropriate or when the process is unknown.

Planographic print. Print produced from a printing surface that is flat (planographic) as opposed to the raised surface of relief blocks and the incised surface of intaglio plates.

Plate mark. The indentation in the paper of an intaglio print (q.v.) made by the edges (usually beveled) of the metal plate during printing.

Portfolio. A container for holding loose materials, consisting of two covers joined together at the back; the covers are usually tied with tapes at the fore edge, top, and bottom.

Primary support. The support or base on which an image is printed or executed.

Print. A design or picture transferred from an engraved plate, wood block, lithographic stone, or other medium. Generally, there are three types: planographic print (q.v.), relief print (q.v.), and intaglio print (q.v.).

Provenance. Generally, the history of successive custody of a particular item or collection.

Provenience. See Provenance.

Reference source. Any publication from which authoritative information can be obtained. Not limited to standard reference works.

Relief print. A print that is printed from the ink on raised portions of a wood block or some other form of relief block (e.g., linoleum). The portions not to be inked and printed are cut away so that what remains stands out in relief.

Remarque. A drawn, etched, or incised design or sketch done by the artist on the margin of a printing plate or stone, often removed before the regular printing.

Repository. Institution having custody of graphic materials. In this document, repository and institution are used interchangeably.

Reproductive print. An original print (usually engraving) that is either a copy in another medium of an original work or is a print based on another work in a different medium. See also After.

s.d. See Sine datum.

s.l. See Sine loco.

s.n. See Sine nomine.

Secondary support. The material (other than normal museum overmatting) to which the primary support is attached; mounting.

Series. The term "series" has different connotations in libraries (publisher's series), museums (artist's series), and archives (series in a record group). One cannot avoid using the term, however, when trying to convey the relatedness of a group of graphic items. For the purpose of these rules, the term generally connotes a group of items related to each other by the fact that each (or most of the items) bears, in addition to its own title proper (q.v.), a collective title (i.e., series title) applying to the group as a whole. The individual items may or may not be numbered. Because of the

circumstances under which a repository acquires original and historical graphic materials, it is quite possible that it might not have all of the items comprising a particular series or, indeed, even know what would constitute a complete series.

Signature. Autograph or cipher of an artist or photographer indicating approval of the work.

Sine datum (s.d.). (Latin) Without date, i.e., without a known or conjectured date of publication.

Sine loco (s.l.). (Latin) Without place, i.e., without the name of the place of publication.

Sine nomine (s.n.). (Latin) Without name, i.e., without the name of the publisher.

Slide. Transparent material on which there is a two-dimensional image, usually held in a mount, and designed for use in a projector or viewer.

Span dates. 1. The inclusive dates during which a single item was executed or the items in a collection were executed or published. 2. The inclusive dates depicted.

Specific material designation. A term indicating the special class of material to which an item or collection belongs. See also General material designation.

Sponsor-advertiser. The company, institution, organization, or individual who commissions and/or finances a work. Sponsor-advertisers may be considered to have a partial "authorship" relation to a poster, since they have commissioned the work and are responsible for the specific promotional goal it is designed to serve.

State. In printmaking, refers to the state of a particular plate or an impression from that plate, before or after significant alterations in the design. There may be several states; the number may be inscribed on the print as a roman numeral.

Statement of responsibility. A statement transcribed from or attributed to the material being described, relating to persons responsible for the intellectual or creative content, or to corporate bodies (q.v.) from which the content emanates.

Subseries. A series (q.v.) within a series; that is, a series which always appears in conjunction with another, usually more comprehensive, series of which it forms a section. Its title may or may not be dependent on the title of another series.

Subtitle. Other title information (q.v.) that is subordinate to the title proper (q.v.) and that completes and qualifies it, or makes it more explicit.

Title. A word, phrase, character, or group of characters, normally appearing on or with the material, naming the item or collection. Titles for graphic materials will often not lend themselves easily to separation into title proper (q.v.) and other title information (q.v.), but if the data can be clearly separated, the prescribed punctuation should be applied.

Title proper. The first element of the title and statement of responsibility area. The chief name of the material, including any alternative title (q.v.) but excluding parallel titles (q.v.) and other title information (q.v.).

Tracing. The record of the headings (q.v.) under which an item or collection is represented in the catalog.

Trademark. Any symbol or combination of symbol and character(s) used to represent or identify a product or its maker.

Transparency. A sheet of transparent material bearing an image and designed for use with an overhead projector or a light box. It may be mounted in a frame.

Watermark. Monogram (q.v.), decorative device (q.v.), symbol, or name, often of the paper manufacturer incorporated into the paper at the time of its manufacture. These marks may be used to trace the origin of the paper or to identify some prints.

EXAMPLES

The following are sample descriptions prepared under the provisions of these rules. They mostly do not include main entries or added entries and subject tracings. These examples should be regarded as illustrative, not prescriptive.

Reference numbers in the left margin are keyed to explanatory comments below the example. Double spaces are used before and after the physical description area to make the descriptions easier to read. This spacing is not mandatory. Occasionally, the general material designation is given to show how it would appear in the record. The general material designation is an optional addition.

Example 1 First and second level of description for single item (see Figure 1)

Level 1 (paragraphing not used, so as to conserve space)

(1) Chef der Blut Indianer ; Kriegs Chef der Piekañ
(2) Indianer ; Kutanä Indianer / gravé par J. Hürlimann. — London : Published by Ackermann ... , [between 1832 and 1841]. — 1 print. — Subject: Portraits of three Indians (half-length), separately titled.

(1) Only the three chief titles are recorded (cf. Level 2 below).
(2) Only the first statement of responsibility is recorded, which, in this case, is the printmaker's name rather than the painter after whom the print was made (Bodmer).

Level 1 (paragraphing used)

Chef der Blut Indianer ; Kriegs Chef der Piekañ Indianer ; Kutanä Indianer / gravé par J. Hürlimann. — London : Published by Ackermann ... , [between 1832 and 1841]

1 print.

Subject: Portraits of three Indians (half-length), separately titled.

Level 2

(1,2) Chef der Blut Indianer [graphic] = Chef des Indiens Sangs = Chief of the Blood-Indians ; Kriegs Chef der Piekañ Indianer = Chef de guerre des Indiens Piékanns = War-chief of the Piekann Indians ; Kutanä Indianer = Indien Kutané = Koutani Indian / peint
(3) d'après nat. par Ch. Bodmer ; gravé par J. Hürlimann.
(4,5) — London : Published by Ackermann ... ; Koblenz : Bei J. Hölscher ; Paris : Arthus Bertrand, éditeur,
(6,7) [between 1832 and 1841] ([Paris?] : Imp. de Bougeard)

1 print : lithograph, b&w ; image 33 x 41 cm., on sheet 46 x 57 cm.

Blind stamp: C. Bodmer Direct.

(8) Plate from: Reise in das innere Nord-America in den Jahren 1832 bis 1834 / Maximilian Alexander Philipp, Prinz von Wied-Neuwied. Coblenz : J. Hölscher, 1839-1841. — Hand col. plate in French edition: Voyage dans l'intérieure de l'Amérique du Nord. Paris : Arthus Bertrand, 1840-1843.

Subject: Portraits of three Indians (half-length), separately titled.

Upper right: Tab. 46.

Source unknown.

(1) Three separate titles, each with two parallel titles (1E). The titles are separated by semicolon because there is only one creator (1B1.8).
(2) Option for general material designation used and is inserted after the first title proper (1D).
(3) Multiple statements of responsibility given as they appear on the item (1G4).
(4) Address of the publisher is omitted (2D3).
(5) Multiple publisher statements given as they appear on the item (2D2).
(6) Probable period of time in which the image was made, given in square brackets because supplied by the cataloger (2F5).
(7) Printer appears separately and prominently on the item and is therefore recorded (2G). Probable place of printing is supplied by the cataloger (2C10.1).
(8) The print being cataloged was removed from a publication; citation is given (5B8.3). In addition, the cataloger alerts the researcher to a source with hand colored plates.

Example 2 Single item with main entry and tracings (see Figure 2)

(1) Caldwall, James, 1739-1789.
(2) Chemical philosophers of the present day : Dr.
(3) Priestley : Lavoisier / Opie and David, pinxt. ; Caldwall, sculpt. — London : Published May 1, 1801,
(4) by Dr. Thornton, [1801]

1 print : engraving ; plate mark 47 x 32 cm., on sheet 55 x 42 cm.

(3) Portrait of Priestley, after painting by John Opie, and of Lavoisier, after painting by Jacques Louis David.
Subject: Two head-and-shoulders portraits in separate ornamental oval frames; one frame held by eagle.
Source unknown.

(5) 1. Priestley, Joseph, 1733-1804. 2. Lavoisier, Antoine Laurent, 1743-1794. 3. Portrait prints. 4. Chemistry. I. Opie, John, 1761-1807. II. David, Jacques Louis, 1748-1825. III. Thornton, Dr. IV. Title.

(1) Main entry.
(2) Since the names "Dr. Priestley" and "Lavoisier" are actually separated on the item, they are recorded as other title information to reflect this layout to the catalog user (1F1).
(3) Since the role of Opie and of David may not be clear to those unfamiliar with conventions in printmaking or the meaning of "pinxt.," it is explained in a note.
(4) The date, an integral part of the publisher statement, is repeated as the date element and enclosed in square brackets (2F2).
(5) Tracings. Arabic numbers indicate subjects (which, here, are merely shown as an example and are not prescribed); roman numerals indicate added entries.

Example 3 Single item with parallel titles

(1) Weber, Lucas.
Jagd auf Grizzly Bären [graphic] = Chasse du grizzly bear = Hunting of the grizzly bear / Ch. Bodmer, pinx. ad nat. ; Lucas Weber, sc. -- Coblenz : Bei J. Hölscher ; Paris : Arthus Bertrand,
(2) éditeur, [between 1832 and 1841] ([Paris?] : Imp. par Chardon aine et Axe)

1 print : lithograph, b&w ; image and text 38 x 45 cm., on sheet 42 x 48 cm.

Blind stamp: C. Bodmer Direct.
Subject: Men in rowboat (left background) coming ashore to shoot ravaging bears (right foreground)
Plate from: Reise in das innere Nord-America in den Jahren 1832 bis 1834 / Maximilian Alexander Philipp, Prinz von Wied-Neuwied. Coblenz : J. Hölscher, 1839-1841, pl. 36.
Gift of Joseph Verner Reed, 1949.

Description done schematically:

Title proper [GMD] = First parallel title = Second parallel title / first statement of responsibility ; second statement of responsibility. -- First place of publication : First publisher statement ; Second place of publication : Second publisher statement, date of publication (Place of printing : Printer statement)

Extent and SMD : other physical details ; dimensions.

Notes.

(1) Printmaker used as main entry.
(2) Date given as sometime between 1832 and 1841 (2F5.1).

Example 4 Single item with publisher and distributor

Waiting for Uncle Sam [graphic] : on the beach Porto Rico. — Meadville, Pa. ; St. Louis, Mo. : (1)
(2) Keystone View Company ; [S.l.] : B.L. Singley [distributor], c1900.

1 photoprint : stereograph ; 9 x 18 cm.

Subject: Rear view of four little nude children looking out to sea.

(3) Keystone View Company, no. 10262.
Copyright deposit of B.L. Singley, 1900.

(1) The two place names related to the publisher appear on the item and are recorded in that order (2C5).
(2) The distributor, whose function as such is deduced from the copyright claim, is named prominently on the item and is recorded in addition to the publisher (2D2). The place of distribution, however, is unknown; this is indicated in the same way it is for no known place of publication (2C12).
(3) The publisher's number is noted (5B19).

Example 5 Single published item without known individual creator

(1) Brooklyn base ball team, 1899. — [New York] : Gardner & Co., c1899.

(2) 1 photoprint on printed mount : sepia toned ;
(3) image 42 x 54 cm., on mount 50 x 59 cm.

Subject: Studio portrait of New York baseball team. Printed identifications on mount: manager McGunnigle, players Smith, Pinckney, Corkhill, Caruthers, Terry, Collings, Foutz, Hughes, O'Brien, Bushong, Clark, Visner, Lovett.
Copyright deposit.

(1) The title, which includes a date, is transcribed as it appears on the item (1A3).
(2) The secondary support is described because of the printing on it and the information it includes (3B6.4).
(3) Because there is a large difference between the image and mount sizes, dimensions are given for both (3D3.6).

Example 6 Single item with title from accessory to the chief source

(1) [Portrait of Cyrus Patten] / Anson, New York. — 1852.

1 photoprint : daguerreotype ; visible oval image 7 x 6 cm., in case 11 x 9 cm.

Date and identification from pencil inscription inside back cover.
Full leather case, hinged.
Subject: Half-length portrait of gray-haired man with side whiskers.
Gift of Douglas L. Parker, 1967.

(1) Since only the surname of the photographer can be found for this unpublished item, geographical information associated with the name is recorded (1G9).

Example 7 Single item with title transcribed from published source

(1) [A Nakoak chief's daughter] [graphic] / [Edward
(2) Sheriff Curtis]. -- [1910]

(3) 1 photoprint ; 19.3 x 14.7 cm. (7 5/8 x 5 6/8 in.)

(4) "The Chief's Daughter"--in ink on verso; possibly inscribed by Imogen Cunningham.
Curtis no. in image: x331-10.

(5) Published as photogravure in: The North American Indian / Edward S. Curtis. Seattle, Wash. : E.S. Curtis, 1907-1930, suppl. v. 10, pl. 334.
Subject: Woman seated on ceremonial platform supported by two totems, symbols of her slaves. Wearing woven hat with abalone shell earrings, cedar-bark wrap; ring in nose.
Copyright deposit, c1910.

(1) The published title (from The North American Indian, published by Curtis himself) is transcribed as the title proper since it is the one most likely to be known by a catalog user and the manuscript title on the item is evidently not in the hand of the creator (1A2, 1B1.12).
(2) The date has been derived from the Curtis number, which is known to incorporate the date.
(3) The cataloger has chosen not to take the option to give the photoprint size in inches, but has instead recorded the size to the nearest millimeter with the inches in parentheses, as an optional addition (3D2.2).
(4) The person is named, since she is a famous photographer herself.
(5) The item being described is an original photoprint. Its subsequent publication as a fine photomechanical reproduction is noted (5B20).

Example 8 Single item that was removed from a publication (see Figure 3)

(1) Karen Female Institute, Tounghoo : with the native board of managers in their hunting dresses / drawn by Mrs. Ellen B. Mason, from a photograph.
(2) — [ca. 1862]

(3) 1 print : lithograph, 4 cols. ; sheet 17 x 21 cm.

Subject: Five men with spears and bayonet seated cross-legged in foreground. Building in left background. Toungu, Lower Burma.

(4) Plate from: Great expectations realized : or, Civilizing mountain men / by Mrs. Ellen H.B. Mason. Philadelphia : American Baptist Publication Society, 1862.
Source unknown.

(1) Since the layout is ambiguous, the sense of the text helps to determine what is the title proper, other title information, and statement of responsibility (1A2, 1B1.6, 1F1, 1G2).
(2) The probable date of execution is determined on the basis of the publication date of the book (2H4).
(3) The number of colors, in which the item was printed, is given (3C4.3).
(4) The book, in which this print was, is cited (5B8.3). The data are recorded in the same order as they would be in a catalog record, except a period is substituted for a period, space, dash, space between "Mason" and "Philadelphia" (5A3).

READEX FICHE best copy available

Example 9 Single item with foreign language title

(1,2,3) [Die Mütter] / Käthe Kollwitz ; [printed by]
(4) Felsing. — [1922-1923]

1 print : woodcut ; image 34 x 40 cm., on sheet 47 x 56 cm. — (Krieg ; 6)

References: Klipstein, 182 (5th state)
(5) Trial proof, no. 5. Signed in pencil by artist and printer.
Subject: Women (and children?) clinging to each other in group; watching fearfully.
Purchase (Pennell Fund, 390030-7), 1969.

(1) The title, found in the German catalogue raisonné, is used, since it is also in the artist's native language (1B1.12a).
(2) The name of the artist is transcribed as it appears on the item (1G2).
(3) The function of the second name given in the area of responsibility (and appearing on the item) is given for clarity (1G8).
(4) Span dates of execution are given (2H1).
(5) In addition to the cited catalogue raisonné, a note on the edition and information on the signatures are given (5B8.2, 5B7.1).

Example 10 Single item with well-established English title

(1) [The three trees / Rembrandt Harmenszoon van Rijn]. — [1643]

(2) 1 print : etching ; image 20 x 28 cm.

(2) Image trimmed to or within plate mark at bottom.
(3) References: Biörklund, 43-B; Rovinskii, 212.
(4) From the Gardiner Greene Hubbard Collection. Gift of Mrs. Gardiner Greene Hubbard, 1898.

(1) The well-established English title and the date are supplied from the references cited in the note area (1B1.12b).
(2) Since the plate mark has been obliterated on one edge of this intaglio print, the image size is given, and a note is made (3D5, 5B9.1).
(3) References to catalogues raisonnés are made to substantiate information provided by the cataloger and to direct the catalog user to a more detailed description (5B12).
(4) A provenance note is given because of the importance of the Hubbard Collection (5B25).

Example 11 Single item with supplied date of publication

(1) The death cry [graphic] / S. Eastman, U.S. Army, del. ; executed on stone by C. Schuesele [i.e. Schussele]. — Phila[delphia] : Printed in color by
(2) P.S. Duval, [betweeen 1848 and 1854?]

(3) 1 print : chromolithograph ; image 24 x 17 cm., on sheet 14 x 26 cm.

(2) Dated according to time period Schussele was in Philadelphia working for Duval.
Subject: Indian holding scalp of dead white man at his feet.
Source unknown.

(1) Multiple statements of responsibility are transcribed as they appear on the item (1G4). In addition, a name is corrected, presuming it was not deliberately printed incorrectly.
(2) Probable period of time, during which the item was published is given, with an explanatory note (2F5.1).
(3) The dimensions of both sheet and image are given, since there is a large difference between them (3D3.6).

Example 12 Single item without a true title (see Figure 4)

(1,2,3) (4,5) H.R. Robinson, 52 Courtland St. ... : caricatures and prints. -- [New York : H.R. Robinson, 1841 or 1842]

(6) 1 print : lithograph, b&w ; hexagon sheet 26 x 45 cm.

(7) Subject: Advertisement for print shop, showing lettering and central motif of wig, a play on Robinson's work for the Whigs.
Source unknown.

(1) Text on the item provides the only title-like data (1B1.5).
(2) Initials are recorded without internal spaces (0H2).
(3) Title is abridged, omitting unessential information that consists of a repetition of the street address (1B1.).
(4) Name of publisher is deduced from the text (used as title) and the use of the print as an advertisement for the publisher (2D8).
(5) Probable date given according to the pattern in Appendix A (2F5.1).
(6) Nonrectangular shape is described (3D4.3).
(7) Explanations of functional type and the visual content are given in the subject note (5B14).

Example 13 Single item without explicit name in statement of responsibility

(1) (2) (3) (4) A prospect of the Moro [sic] Castle and city of Havana from the sea / drawn on the spot by an officer ; P.C. Canot, sculp. -- [London] : Published according to law & sold by R. Willock, bookseller in Cornhill, and J. Boydell, engraver in Cheapside, [ca. 1768]

1 print : engraving ; image 27 x 42 cm., on sheet 34 x 42 cm.

(5) Sheet trimmed at or within plate mark on right and left.

Transfer from the Map Division, 1914.

(1) An inaccuracy with the title is indicated (0F1).
(2) Part of the statement of responsibility area includes a person not explicitly named (1G10).
(3) The parts of a complex publisher statement are not recorded separately as they are linked by a connecting word (2D2).
(4) A probable date is given (2F6.1, Appendix A).
(5) A physical detail is noted (5B9.1).

Example 14 Single item with month and day of publication
(see Figure 5)

(1) R__l advice [graphic] / Lewis Marks, del. — [London] : Pubd. by T. Tegg III, Cheapside, June 6, 1814.

(2,3) 1 print : etching, with watercolor ; image 25 x 36 cm., on sheet 26 x 37 cm.

(3) Plate mark indistinguishable.
References: Catalogue of political and personal satires / British Museum (BMC, 12278)

(4) Subject: British cartoon published to coincide with the arrival of the allied sovereigns, when the Regent's enemies exploited his relations with his wife. Shows Queen Charlotte as an ugly old woman enthroned on dias; Regent (George, Prince of Wales, later George IV) wearing turban-cornet surmounted by feathers.

(5) In upper right margin: 333.
Purchase from Maggs Bros., 1913.

(1) The option has been taken to record month and day as they appear on the item (2F1).
(2) Other physical details give the printing process and an indication of color (3C3.1).
(3) Although this is an intaglio print, the image rather than the plate mard has been measured; a note explains why (5B9.1).
(4) A short explanation of the subject is given; the British Museum Catalogue can be consulted for further information.
(5) A number implying a series is given (5B11).

Example 15 Single item with foreign title

(1) Friedr. Hecker's Abschied in Strasburg : auf
(2) seiner Reise nach Amerika. -- Frankfurt a[m]
(3,4) Main : Druck u. Verlag v. Ed. Gust. May, [1849?]

1 print : lithograph, hand col. ; image and text 33 x 23 cm., on sheet 43 x 29 cm.

Title translated: Friedrich Hecker's farewell in Strasbourg, upon his trip to America.
Four line quote (presumably of Hecker) below image.
Source unknown.

(1) The abbreviated name is not completed because it can be understood (0J2).
(2) The abbreviated place of publication is completed (2C4).
(3) The abbreviations in the publisher statement are transcribed as they appear (2D1).
(4) The probable date of publication is given, based on the date of the event, according to the pattern in Appendix A (2F5.1). For a single item, this supplied date is enclosed in square brackets (0B1.1, 0B2).

Example 16 Single item with pseudonym and fictitious name in the statement of responsibility

(1) The grand national caravan moving east / drawn by Hassan Straightshanks, under the immediate
(2) superintendence of Maj. Jack Downing. -- [New York : Endicott & Sweet?], c1833.

1 print : lithograph ; image 24 x 33 cm., on sheet 27 x 42 cm.

Below title: There hath not been the like of them, neither shall there be any more after them, even to the years of many generations.

(1) Hassan Straightshanks is the pseudonym of unknown artist; Major Downing is a fictitious character.

References: A history of American graphic humor / by William Murrell. New York : Whitney Museum of American Art, 1933-1938, no. 115.

Subject: Satirical portrayal of Andrew Jackson's tour of the northeast in 1833.

(2) Copyright deposit of Endicott & Swett?, 1833.

(1) The statement of responsibility is transcribed even though the true identities are unknown or simply fictitious; an explanatory note is made, which may be deemed unnecessary in some cataloging institutions (1G10).

(2) The place of publication and publisher are conjectured based on the probable copyright holder; evidence is such that these conjectures may appear in the body of the entry with a question mark.

Example 17 Single item with picture caption independent of title (see Figure 6)

(1) F.S. Chanfrau in the character of "Mose" : as originally written for, and performed by him at the
(2) Olympic and Chatham Theatres, New York / James Brown,
(3,4) del. — N[ew] Y[ork] : Lith. & published by E. & J. Brown ... , c1848.

(5) 1 print : lithograph, b&w ; image and text 32 x 24 cm., on sheet 45 x 33 cm.

(6) Picture caption: I'm bound not to run wid der machine any more.
Subject: Francis S. Chanfrau as fireman; full-length portrait, in defiant stance; firemen and hoses in background.
Copyright deposit.

(1) The title can be separated into title proper and other title information (1A1.3, 1F1). Alternatively, the title could be abridged: F.S. Chanfrau in the character of "Mose" ... A note as follows could then be made, if desirable. Title continues: ... as originally written for, and performed by him at the Olympic and Chatham Theatres, New York.
(2) Statement of responsibility is transcribed as it appears (1G1).
(3) Since the place name (referring to the city) is found in abbreviated form on the item, the name is completed in square brackets (2C4).
(4) The publisher's name is transcribed with the words associated with it as a single statement, even though two functions are given (2D1).
(5) Since there is a fairly large difference between the image and sheet sizes, both are recorded (3D3.6). The cataloger has also chosen to include the text with the measurement of the pictorial area (3D3.1).
(6) The picture caption (which is independent of the title) is recorded (5B6).

Example 18 Single item with beginning text used as title

(1,2) Grand shooting match! : a grand, tremendous,
(3) terrible ... shooting match will take place
at old Tom Hackett's in Bedford, N.H., on ...
(4) Oct. 17th, 1867 ... — Bedford Centre, New
(5) Hampshire : From the Gospel Banner Press, [1867]

1 print : woodcut, with text in letterpress ;
sheet 56 x 35 cm.

Picture caption: A shot in the locker.
(6) In Rare Book and Special Collections Division
(Broadside Collection, Portfolio 94-16)

(1) The beginning (and in this case, the most prominent) words of the item are transcribed as the title proper (1B1.5).
(2) The exclamation mark is recorded even though it precedes the mark of omission (0C10).
(3) Other title information is abridged to eliminate unessential words (1F2).
(4) The name of the publisher is transcribed with associated words appearing on the item (2D1).
(5) The date, an integral part of the title, is repeated as the date element in the publication, distribution, etc., area, and enclosed in square brackets (2F2).
(6) This item has been cataloged for its pictorial interest. It might also have been cataloged as a single sheet publication according to the provisions in Bibliographic Description of Rare Books.

Example 19 Single item with opening text that provides a title (see Figure 7)

(1) Sheriff's sale of real estate : by virtue of a writ of Levari Facias, to me directed, will be sold
(2,3) at public sale, on ... February fourth, 1880 ...
(4,5) — Doylestown, Penn'a : Sheriff's Office, 1880 (Bucks County Intelligencer Steam-Power Job Print)

(6) 1 print : woodcut, with text in letterpress ;
(7) sheet 59 x 47 cm.

(8) Subject: Advertisement for public auction of John H. Kephart's lot, two-story frame house, and barn. Illustration of house and barn.
Purchase, 1979.

(1) Opening text provides title, which is the main entry (1B1.5).
(2) Other title information is abridged (1F2).
(3) Since the mark of omission precedes a period (the prescribed punctuation at the beginning of the publication, distribution, etc., area), the period is omitted (0C7).
(4) Larger jurisdiction is given as it appears on the item (2C1).
(5) Sponsor-advertiser is used as the publisher (2B3).
(6) The means by which the text was produced is described in other physical details (3Cc).
(7) The cataloging agency has chosen to measure only the sheet and indicates this (3D3.1).
(8) The functional type of the material is given, as well as a description of the illustration (5B14).

Example 20 Single item with sponsor-advertiser

(1) Congress playing cards : crisp, flexible,
(2) luster finish, new designs : sold by dealers /
(3) The U.S. Playing Card Co. — [S.l.] : The U.S.
(4) Playing Card Co., c1900 (Cincinnati, U.S.A. : The U.S. Printing Co.)

(5) 1 print (3 sheets) : lithograph, col. ; 221 x 107 cm.

(6) Motto above title: Good cards make card games enjoyable.
Subject: Advertising poster, illustrated with two couples playing cards.

(7) Copyright deposit of The U.S. Printing Co.

(1) The most prominent words on the item are transcribed as the title proper, omitting text that actually appears before it, i.e., the motto (1A2, 1B1.4).
(2) The U.S. Playing Card Co., the sponsor-advertiser of this poster, is recorded both in the statement of responsibility and the publisher statement to reflect its dual role (2B3).
(3) The place of publication is unknown, although the place of printing is known (2C12, 2G).
(4) The place of publication and its larger jurisdiction are transcribed as they appear on the item (2C1).
(5) Multiple sheets compose the item (3B6.2), and only the outside measurements are given (3D3.2).
(6) The motto is recorded to reflect the item's layout and to help identify the particular item (5B6).
(7) For the historical record, the copyright holder's name is given, even though the item is no longer under copyright (5B24.2).

Example 21 Two single items with similar titles

John C. Heenan, the champion of America /
(1) photo. by Meade Bros. ; L. Grozelier's Lith.
— New York : Published by W. Schaus, c1860
(2) ([Boston] : Printed at J.H. Bufford's)

(3) 1 print on chine colle : lithograph ; image and text 41 x 29 cm., on sheet 58 x 43 cm.

(4) Signed in medium: Ld. Grozelier.
Subject: Head-and-shoulders portrait of John Carmel Heenan, boxer.
Copyright deposit, 1860.

John C. Heenan, champion of America, born
(5) in West Troy, New York, May 2, 1835 ... / from photograph in attitude taken by Gillis & Johnson.
— N[ew] Y[ork] : H. Dexter & Co., c1860.

1 print : lithograph ; image and text 43 x 30 cm., on sheet 61 x 49 cm.

Title continues: ... height 6 ft. 1 1/2 inch, fighting weight from 180 to 185 lbs.
Subject: Full-length portrait of John Carmel Heenan, in boxing stance.
(6) Copyright deposit of William Carland, 1860.

(1) Multiple statements of responsibility are transcribed as they appear on the item, even though it is actually Leopold Grozelier who made the image.
(2) The printer, appearing separately on the print, is recorded in addition to the publisher (2B2).
(3) The primary support is given because it aids in identifying this particular print (3B6.3).
(4) The signature, not in the body of the entry where printed information has been recorded, is given in a note (5B7.1).
(5) The second example here is also a print made after a photoprint, but the printmaker is unknown; the statement of responsibility on the item is recorded, but it the main entry will be H. Dexter & Co.

Example 22 Single item, unpublished

Vanity Fair [graphic] / F. Depero. -- 1930.

(1) 1 collage on bristol board : cut col. paper ; on support 43.7 x 34.4 cm.

(2) Subject: Lettering and illustration for magazine cover; face with horned helmet and cigarette.
Published as cover of Vanity Fair, July 1930.
Restricted.
Bequest of Erwin Swann, 1974.

(1) The cataloger has chosen to give the dimensions of this single item to the nearest millimeter (3D2.2).
(2) Subsequent publication of the original item being cataloged is recorded (5B20).

Example 23 Single item, unpublished

(1,2) (3) The nefarious labratory villian [sic] ... / [Ralph Barton]. -- [192-?]

(4) 1 drawing on illustration board : India ink, ink wash, over black crayon [?] and opaque white ; on support 37.7 x 28.0 cm.

(5) Title from handwritten notation below image.

(6) Title continues: ... knows a little about science and is more than a little crazy, likes to preform [sic] innocent little experiments on his fellow humans.

Subject: Caricature of a mad scientist.

Restricted.

Bequest of Erwin Swann, 1977.

(1) Inaccuracies in the title are followed by "sic" (0F1).
(2) The cataloger attributes this item to the cartoonist Ralph Barton; the name is supplied in a standardized form in square brackets (1G6).
(3) The probable date is given according to a pattern in Appendix A (2H4).
(4) Multiple techniques are described in other physical details (3C3.1).
(5) The manuscript title is described (5B1).
(6) The lengthy title is continued in a note to reflect what appears on the item to the catalog user (5B4).

Example 24 Collection with printed series title

The Famous Rahl & Bradley living bronze statues. — New York : Knowlton, c1895.

(1) 16 photoprints on cabinet cards : sepia toned ; 17 x 11 cm.

(2) On each image there is surface abrasion, lower right, on base of statue's pedestal, as though printing (?) had been obliterated on purpose.
Subject: Humans posing as bronze statues of mythological and classical figures.
Copyright deposit, c1895.

(1) Only the dimensions of the mount are given (3D3.4).
(2) A physical condition, which mars the items, is described (5B9.1).

Single item from the collection described above:

(1) Orpheus and Euridice. — New York : Knowlton, c1895.

(2) 1 photoprint on cabinet card : sepia toned ; 17 x 11 cm. — (The famous Rahl & Bradley living bronze statues)

Subject: Man and woman posing as bronze statues on pedestal.

(3) In Lot 11805.

(1) The title proper of the item within a series is given.
(2) Series title is given (and traced) so as to relate the item to the rest (4B1).
(3) Relationship note for item analysis (5B21).

Example 25 Collection with printed series title

(1) Gems of American life. -- Bethlehem, Pa. : F.L. Stuber, c1870-c1871.

(2) 9 photoprints on stereo cards : stereograph ; 9 x 18 cm.

(3) Evidently an incomplete series titled "Gems of American Life," in which there are subseries (indicated by labels on verso), such as "American Beauties" and "The Young Housekeeper." Handwritten numbers on verso: no. 14, 15, 20, 21, 31, 570-572, 576.
Subject: Stiffly posed sentimental images of American women. Includes portraits of Hattie Chase and Julia Townsend, referred to as "American Beauties."
Copyright deposit.

(1) Series title printed on each item (1B2.2).
(2) Only the number of items in hand are recorded (3B3).
(3) A note regarding the series and the subseries, including information on its completeness and the specific numbers (5B11).

Item with its own title proper and subseries title, from collection described above (see Figure 8):

(1) Hattie Chase. -- Bethlehem, Pa. : F.L. Stuber, c1871.

(2) 1 photoprint on stereo card : stereograph ; 9 x 18 cm. -- (Gems of American life. American beauties ; no. 15)

Subseries title from printed label on verso. "No. 15" handwritten on verso.
In Lot 3527.

(1) Title proper of an item in a collection having a series title.
(2) Series title, subseries title, and number within the series are recorded in the series area (4B1, 4D1, 4E). There would be tracings for the series and subseries so that a catalog user could find the item under these titles as well as its own title proper.

Example 26 Collection with printed series title

(1) The illustration of the Siberian War. — Tokyo : Shobido & Co., 1919.

(2) 17 prints : lithograph, col. ; 40 x 55 cm.

(3) Subject: Series of prints, numbered 1-17, showing Japanese expeditionary force sent to Siberia in 1918, landing and in battle.

(4) Partial contents: No. 1. The landing of the Japanese army, welcomed by every nation, at Vladivostok — No. 4. The Japanese army defeated the German-Austrian army near Usri, Siberia — No. 5. The first battle near Manturia. The Japanese soldiers defeated the enemys cavarly [sic] — No. 7. The Japanese cavarly taking possession of Khobarovsk, pursueing and attacking the enemies [sic] — No. 14. Our cavalrys cocupied Khabarovsk, and march-past took place in front at the enemys gan-boats [sic] — No. 17. Our army attacks from sky, water and shore, and requlsed [sic] enemy of Siberia.

Source unknown.

(1) Title is used as main entry since there is no statement of responsibility.
(2) For a collection the outside dimensions are only recorded, and therefore 3D3.1 is not followed.
(3) The subject and series notes are combined (5B11 and 5B14).
(4) Partial contents are given so the catalog user can get a sense of the material (5B17).

Single item from the collection described above:

(1) The Battle of Usri [i.e. Ussuri], Siberia : Captain Konomi died in the battle, fighting. -- Tokyo :
(2) Shobido & Co., [1919]

(3) 1 print : lithograph, col. ; image 36 x 52 cm., on sheet 39 x 55 cm. -- (The illustration of the Siberian War ; no. 3)

Title is same as no. 13 in the series, but different image.

Subject: Raging battle scene. Soldiers charging with bayonets; cannons, explosions; airplanes overhead. Captain Konomi commanding in midst of fighting.

In Lot 8223.

(1) Title, with correction (0F1), is used as main entry.
(2) Whereas the date--which was deduced from the subject matter of the prints--is not bracketed for the collection description, it is for the description of the single item(0B).
(3) Series title and the number of the item within the series (4B1, 4D1).
(4) Relationship note for item analysis (5B21).

Example 27 Collection with separately printed title

Photographic views of Kern County, California.
(1) — Carleton Emmons Watkins. — 1888?

(2,3) 415 photoprints ; 7 x 9 in. + 4 maps (36 x 49 cm. and 64 x 44 cm.)

Title from loose printed page (from an original album?)
(4) The three original? albums were dismantled and the photoprints and captions mounted by the Library on 8 x 10 in. boards.
(5) References: Guide to the special collections of prints & photographs in the Library of Congress / compiled by Paul Vanderbilt. Washington, D.C. : Library of Congress, 1955, no. 755.
(6) Subject: Survey of Kern Co., showing ranch houses and buildings, dairy farming, ranching and agriculture, livestock, fruit culture, irrigation canals, artesian wells, lakes and river, Bakersfield, adobe Indian homes, antimony. Arranged by "Watkins photo no.," with unnumbered ones filed at end. Most include long, printed caption labels.
Transfer from Accession Division, 1929.

(1) Standardized form of photographer's name is used because it only appears as "Watkins" on the material, if it appears at all (1G3).
(2) Standardized inch size given (3D2.2).
(3) Accompanying material and dimensions given as part of the physical description area (3Ea).
(4) Note on the original form and how it was altered (5B9.1).
(5) Reference to published description for more information (5B12).
(6) Subject description, including information on identifying text, and arrangement notes are combined (5B14, 5B16).

Example 28 Collection with title devised by cataloger describing visual content

Geological and anthropological features of Alaska and the Aleutian Islands / Edward Sheriff Curtis.
(1) — 1899.

(2) 178 photoprints ; 7 x 9 in. and 5 x 7 in.

Subject: Taken during the Harriman Alaska Expedition of 1899. Arranged by the following categories: 1. Landscapes — 2. Flora and fauna — 3. Native Alaskans; totem poles — 4. Towns, villages, camps; boats; people, including Harriman Expedition personnel.

All numbered in the image.

Many published as photogravures in: Harriman Alaska expedition, 1899. New York : Doubleday, Page & Co., 1902, vols. 1-3.

Most copyright deposit of E.H. Harriman, 1899; source of remainder unknown.

(1) The date is established according to the copyright date, the known date of the expedition, and by comparing the original images with the published photogravures.
(2) The photoprints are two sizes (3D9.2).

Example 29 Collection with title devised by cataloger from the name of the sponsoring body/source

(1) National Child Labor Committee collection
(2,3) / Lewis Wickes Hine. -- 1908-1924.

(4,5) 21 albums (4,945 photoprints) ; 27 x 30 cm.

(6) Subject: Photoprints by Hine for National Child Labor Committee, New York. Original photoprints organized topically and pasted into albums compiled by the Library; each annotated with Hine number for which there is a caption card; 248 corresponding original glass photonegatives in LC-H5 and LC-H51 series.
(7) Contents: Agriculture, 1909-1917 -- Canneries, 1909-1916 -- Coal mines, 1908-1910 -- Glass factories, 1908-1924 -- Street trades, 1908-1924 -- Tenement homework, 1910-1924 -- Children in W. Va., Oct. 1924 -- Miscellaneous child labor, 1908-1924.
Gift of the National Child Labor Committee, 1955.

(1) The cataloger has devised a title from the name of the sponsoring body, which is also the source (1C2).
(2) Although the photographer's name does not actually appear on the material, his name is known from the accession record. His name is given in standardized form, without square brackets (0B1.2, 1G3).
(3) Span dates are given (2H1).
(4) The component parts of the collection are described (3B4).
(5) The measurement refers to the outside dimensions of the uniform size albums (3D9.1).
(6) The subject description is general, covering only what is common to all 21 albums, since the units will be described in separate catalog records (see Example 11a). Information is given on physical description--what was done subsequent to the arrival of the collection--and on corresponding photonegatives, as well as information on a finding aid that is not filed with the collection (5B9.1, 5B14, 5B18).
(7) The full contents, an indication of each unit, is given so that the catalog user can see the full range of the collection (5B17).

Subunit from the collection described above, cataloged separately:

(1) Child labor in agriculture / Lewis Wickes Hine. — 1909-1917.

(2) 3 albums (633 photoprints) ; 27 x 30 cm.

Subject: Children harvesting crops, operating farm machinery, caring for animals, etc.

(3) Forms part of the National Child Labor Committee Collection.

(1) The cataloger has devised a descriptive title (1C2).
(2) The component parts of the unit are given (3B4).
(3) The relationship note ties this unit to the larger collection (5B21); the catalog user looks to the collection description for other notes concerning the collection as a whole.

Single item from the collecton described above, cataloged separately:

(1) [Two boys, horse, and colt in barnyard,
(2,3) western Mass. / Lewis Wickes Hine]. — [Aug. 1915]

1 photoprint ; 4 x 5 in.

Caption card: Eight-year old Jack taking care of the colt ... 3972 Western Mass., Aug. 1915. See Hine Report, Rural Child Labor, August 1915.

(4) Hine no. 3972.
(5) In Lot 7475, album 2.

(1) Title devised by the cataloger to describe the image. What is on the caption card is not considered to be a title (1A2).
(2) The photographer's name, which does not appear on the item, is enclosed in square brackets (0B2).
(3) Date of execution (month and day) are taken from the caption card (0B2, 2H1).
(4) The original Hine photonegative number is given (5B19).
(5) Relationship note for item analysis (5B21).

Example 30 Collection with title devised by cataloger

(1) Pan-American Exposition, Buffalo, N.Y.
(2) / C.D. Arnold [photographer]. — 1901.

(3,4) 365 photoprints ; 8 x 10 in. or smaller.

(5) Subject: General, high, and night views; individual buildings; statuary, fountains, and gardens; American Indians; sham battle; infant incubators and other midway attractions; bridges; Latin American dancers, matadors, and musicians; address by Pres. McKinley; portrait of General Manager F.T. Cummings on horseback. Arranged by building name and other categories. All photoprints captioned and numbered in the image.
Copyright deposit, 1901.

(1) Title devised by cataloger is not enclosed in square brackets for a collection description (1C1, 1C2).
(2) Photographer's name is recorded as it appears most frequently on the material (though his full name is known to be Charles Dudley Arnold). His function is given in square brackets (1G8).
(3) Standard inch size is given, and the words "or smaller" indicate more than two sizes (3D9.2). The majority of the images are oriented horizontally rather than vertically (3D9.1.).
(4) Period is added at the end of the physical description area (3A2).
(5) Information on arrangement and numbering is included in the subject description (5B11, 5B14, 5B16).

Single item from collection described above, cataloged separately (see Figure 9):

(1) Pan-Am[erican Exposition] emergency hospital
(2) nurses / C.D. Arnold [photographer]. — 1901.

(3) 1 photoprint ; 10 x 8 cm.

(4) No. 763.
Subject: Six nurses in uniform, sitting and standing, posed in doorway.

(5) In Lot 4654-23.

(1) Title is transcribed from the item; letters and words are interpolated in order to make it clear (0J2).
(2) Initials are recorded without internal spacing (0H2).
(3) Dimensions are given height x width according to the way in which the image would be viewed (3D2.1).
(4) A number that implies a series is given (5B11).
(5) Relationship note for item analysis (5B21).

Example 31 Collection with title stipulated by donor

(1) Gilbert H. Grosvenor collection of photographs
(2) of the Alexander Graham Bell family. — ca. 1800-ca. 1965.

(3) 56 ft. (ca. 28,000 pictures)

References: Beverly W. Brannan with Patricia T. Thompson, "Alexander Graham Bell: A photograph album" in Library of Congress Quarterly Journal, v. 34, no. 2 (April 1977), p. 73-96.

(4) Subject: Visual archives (primarily photoprints, but also prints and charts) of one family line, documenting scientific endeavors and family and personal relationships.

(5) Thirty-one units of original materials are arranged in a numbered series, kept in the order in which they arrived. Groups of original and recently copied materials are arranged alphabetically by subject in three lettered units.

Provenance: From the collections of Bell's descendants.

(6) Transfer from the Manuscript Division (Alexander Graham Bell Family papers), 1975.

(1) Title stipulated by donor is used as main entry.
(2) Span dates of the material are given, though approximate (2H1, Appendix A).
(3) The linear measurement is given for this large quantity of material (3B1d), as well as an indication of the component parts (3B4). No dimensions need otherwise be given (3D9.1).
(4) Only a brief subject description is given because each of the subunits of the collection will be cataloged separately.
(5) An indication of the arrangement is given so the catalog user knows what to expect (5B16).
(6) The related collection in the Manuscript Division is named so that the researcher will know what to request when looking for textual material.

Subunit from the collection described above, cataloged separately:

(1) Portraits of English and Western European nobility and clergy. — ca. 1700-ca. 1900.

(2) 20 prints : lithograph, b&w ; 23 x 23 cm. +
(3) 1 album (ca. 120 lithographs and newspaper
(4) clippings) ; 28 x 23 cm.

(5) Forms part of the Gilbert H. Grosvenor Collection of Photographs of the Alexander Graham Bell Family.

(6) Provenance: From the collection of Alexander Graham Bell.

(1) Title devised by the cataloger is recorded without square brackets (1C1.1, 1C1.2).
(2) The two distinct categories of material are recorded separately in the physical description area (3F). The first category has accompanying material recorded at the end of the physical description.
(3) The second category of material includes newspaper clippings as well, but since they are an integral part of the album, they are described as a component part (3B4) rather than as accompanying material.
(4) The outside dimensions are given according to the terms of the first statement of extent, i.e., the album (3D9.1).
(5) The relationship note ties this subunit to the collection (5B21); the catalog user looks to the collection description for other notes concerning the collection as a whole.
(6) The provenance note gives the previous ownership of this particular subunit of the larger collection (5B25).

Another subunit from the collection described above:

(1) Portraits and genealogy of Alexander Graham Bell and his ancestors. -- 1837-1916.

(2) 35 photoprints ; 10 x 8 in. or smaller
(3) 3 albums (125 photoprints) ; 31 x 21 cm. or smaller.

(4) Forms part of the Gilbert H. Grovesnor Collection of Photographs of the Alexander Graham Bell Family.

(1) Title devised by cataloger is used as main entry.
(2) Two distinct categories of material are described (3F). The first category contains photoprints of various sizes (3D9.2).
(3) The second category is described in terms of the albums (3B1b), and the dimensions give the maximum size of the albums (3D9.2).
(4) The relationship note ties this unit to the larger collection (5B21); the catalog user looks to the collection description for other notes concerning the collection as a whole.

Another subunit from the collection described above:

(1,2) Album pintoresco de la Isla de Cuba. — [Germany?] :
(3) B. May y Ca., 1858 (Berlin : Storch & Kramer)

(4,5,6) 1 v. (28 chromolithographs, 2 maps) ; 26 x 36 cm.

(7) Title from first print and decorative cover. "Isla de Cuba" appears on each print along with title of its own.
Subject: Cuban land- and cityscapes; scenes of home and family life. Includes 2 maps of Havana.
(8) Forms part of the Gilbert H. Grosvenor Collection of Photographs of the Alexander Graham Bell Family.
(9) "Presented to AGB by Mr. Graham?"--pencil inscription inside front cover.

(1) Although these prints are bound in covers, they are not being considered as a bona fide publication and are therefore cataloged as a collection according to these rules rather than according to those for books (0A).
(2) The probable country of publication is given, since the city or probable city is unknown (2C10.1).
(3) A printer appears separately from the publisher and is recorded in the printer position as an optional addition (2G).
(4) The statement of extent describes the basic unit the catalog user would see, which is also an integral part of the graphic material (3B1c).
(5) Dimensions are given according to the first statement of extent, i.e., the volume (3D9.1).
(6) Information on the component parts of the volume are given (3B4).
(7) The source of the title and a variant title are given in a note. The variant title will be made an access point (5B2).
(8) The relationship note ties this unit to the larger collection (5B21); the catalog user looks to the collection description for other notes concerning the collection as a whole.

Example 32 Two subunits from the same collection, cataloged separately

(1) Inauguration of Miguel Aleman as governor of the state of Veracruz, Mexico. — 1836 Dec. 1.

(2) 1 album (35 photoprints) ; 22 x 33 cm.

Four photoprints evidently torn out of the album before acquisition.

Subject: Miguel Aleman (b. 1905) receiving congratulations, delivering speech, surrounded by crowds, posed with individuals. Images are uncaptioned, except one person is identified, in pencil, as Heriberto Jara.

(3) Forms part of the Josephus Daniels Collection.

Transfer from the Manuscript Division (Josephus Daniels papers), 1948.

(1) Descriptive title devised by the cataloger (1C2).
(2) The "container," which is original to the collection, and its component parts are given (3B1c, 3B4).
(3) The relationship note tells the catalog user that there is a larger collection to which this material belongs (5B21).

(1) Group portraits of Pres. Woodrow Wilson and members of his cabinet. — ca. 1913-1920.

14 photoprints ; 10 x 8 cm.

(2) Photographers include G.V. Buck, Clinedinst, Edmonston, and Harris & Ewing.

Forms part of the Josephus Daniels Collection.

Transfer from the Manuscript Division (Josephus Daniels papers), 1948.

(1) Span dates for the unit are given (2H1).
(2) Because there are more than three known photographers, in addition to unknown photographers, the names are given in a note (1G5, 5B7b).

Figure 1 (see Example 1) Neg. no. LC-USZ62-79248

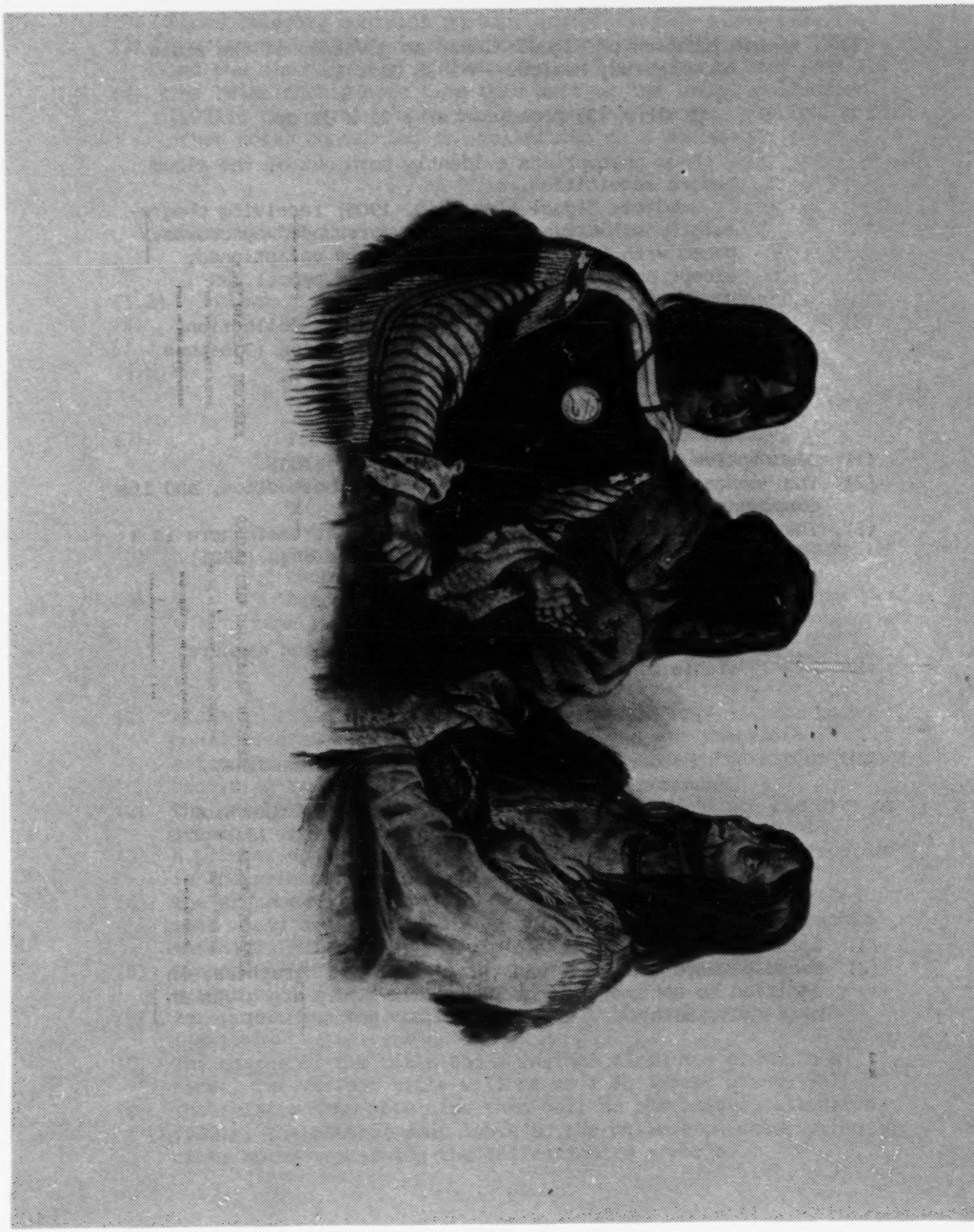

Figure 2 (see Example 2) Neg. no. LC-USZ62-79247

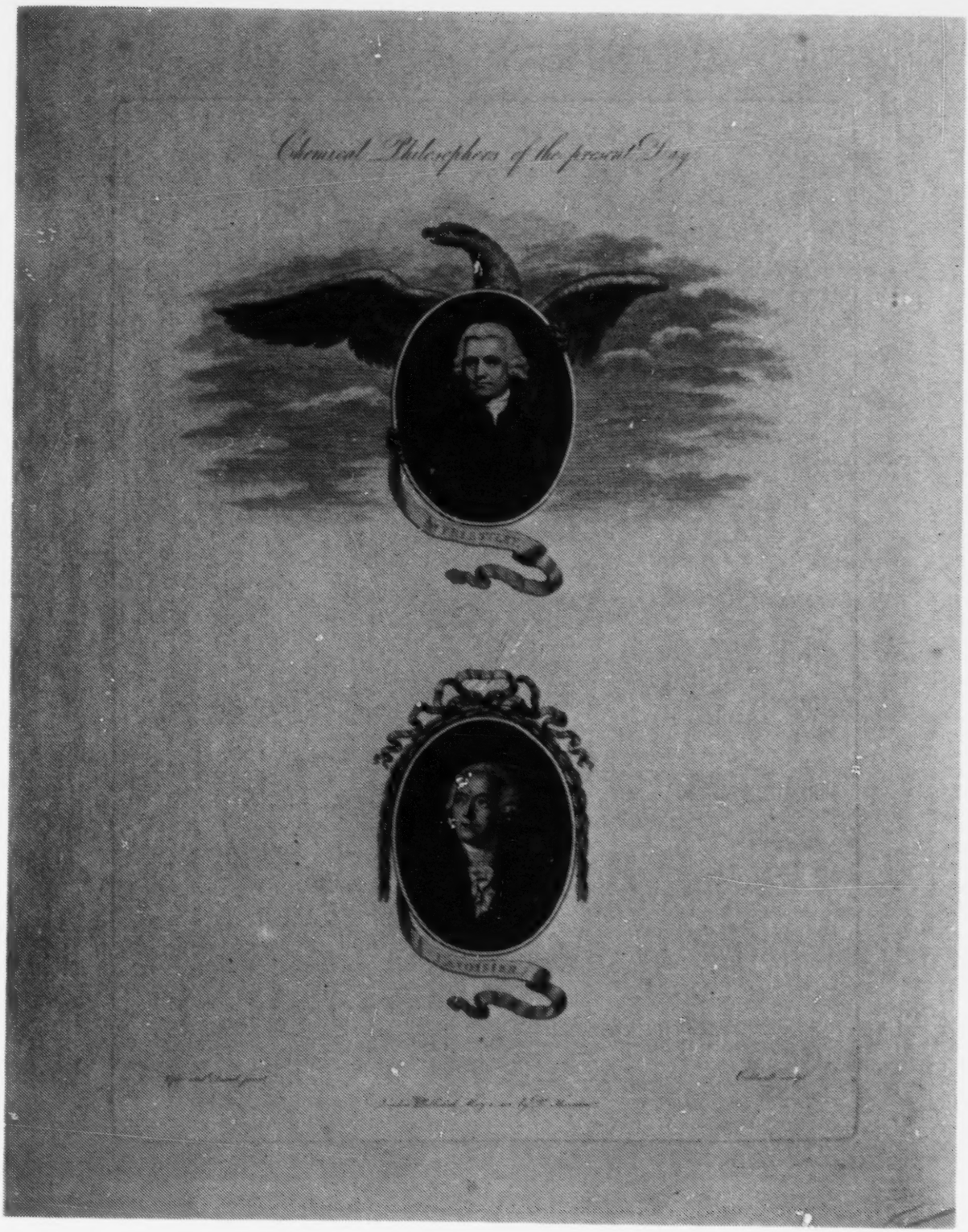

Figure 3 (see Example 8) Neg. no. LC-USZ62-79252

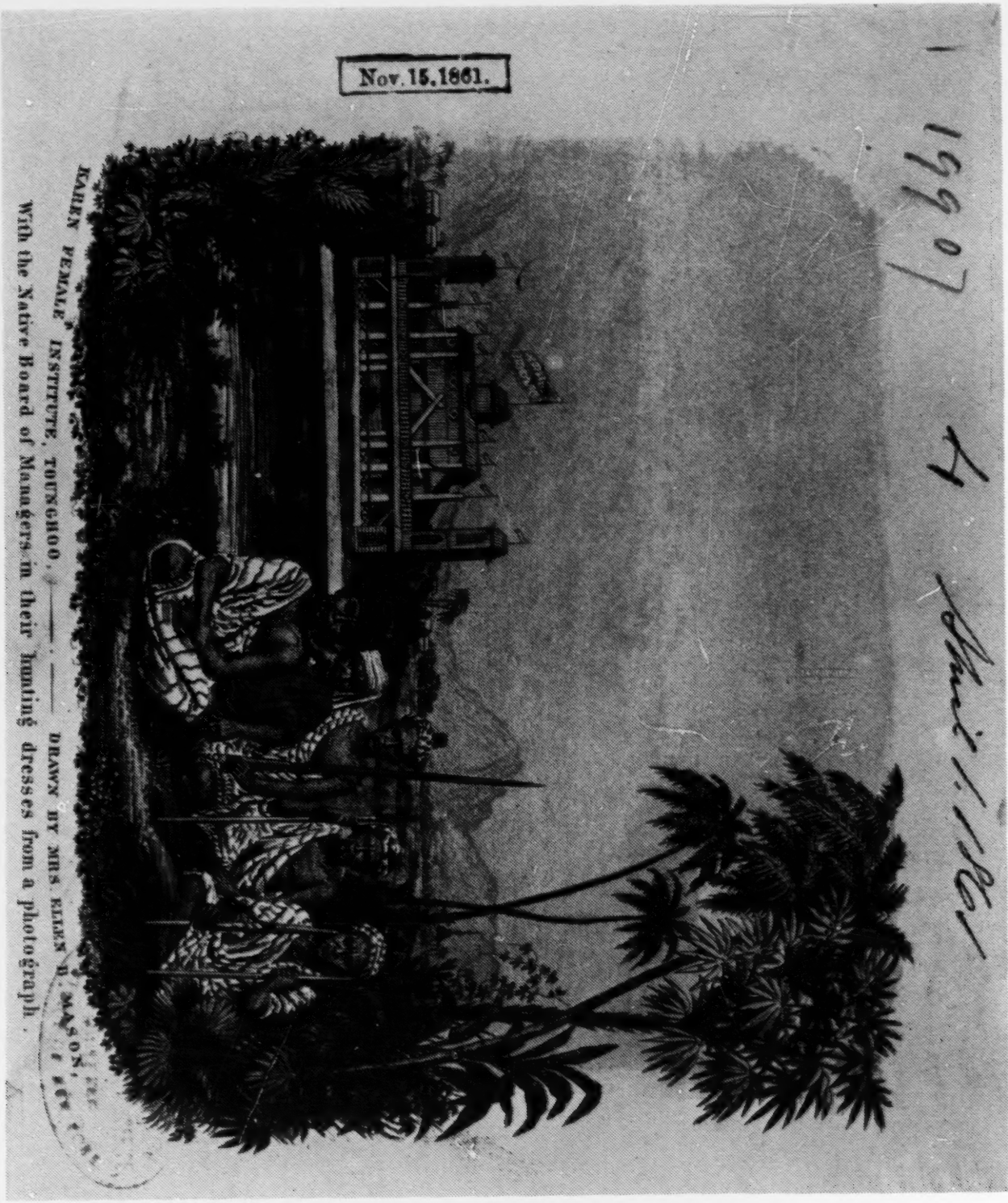
Nov. 15, 1861.
KAREN FEMALE INSTITUTE, TOUNGHOO. —— DRAWN BY MRS. ELLEN B. MASON,
With the Native Board of Managers in their hunting dresses from a photograph.

Figure 4 (see Example 12) Neg. no. LC-USZ62-79255

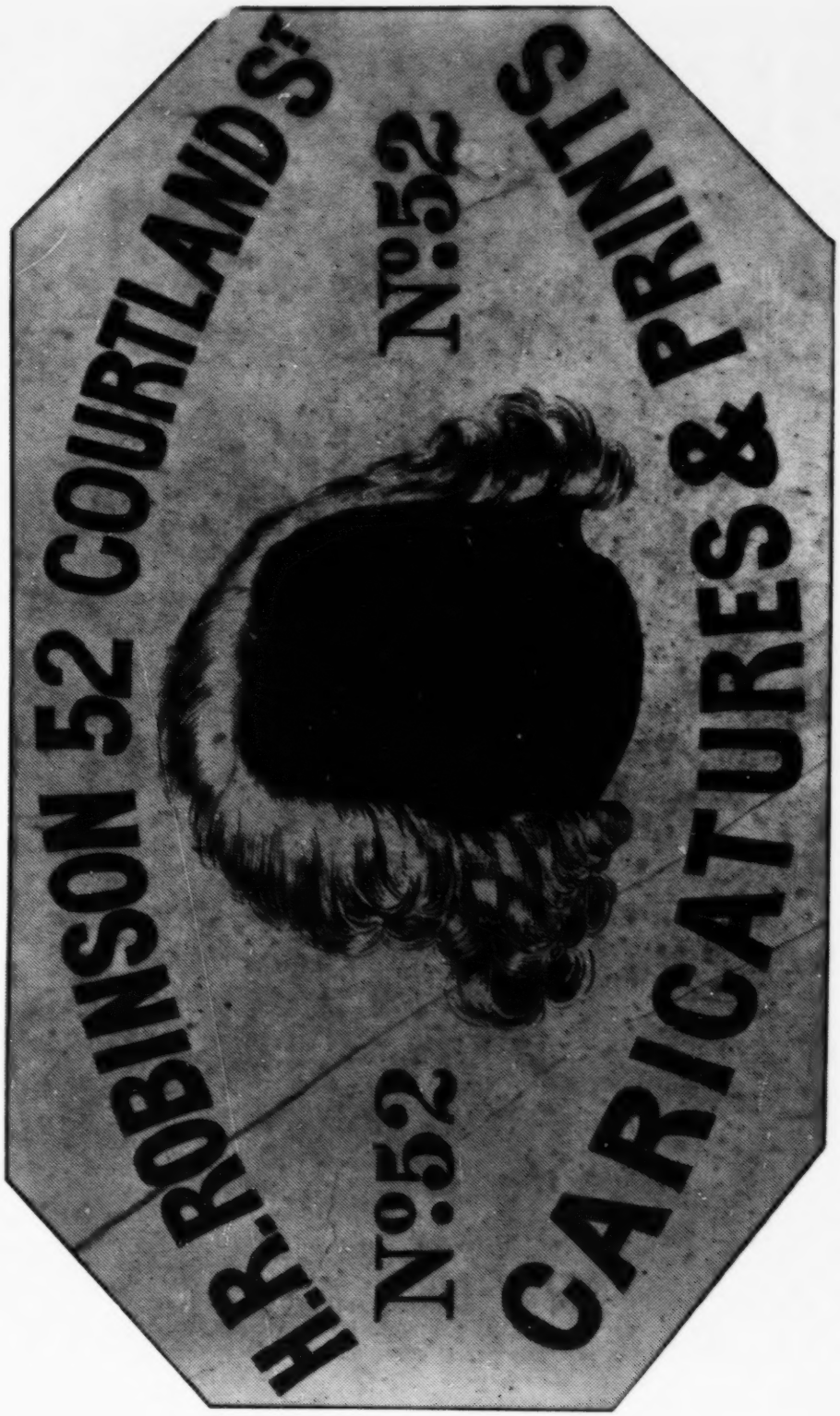

Figure 5 (see Example 14) Neg. no. LC-USZ62-79251

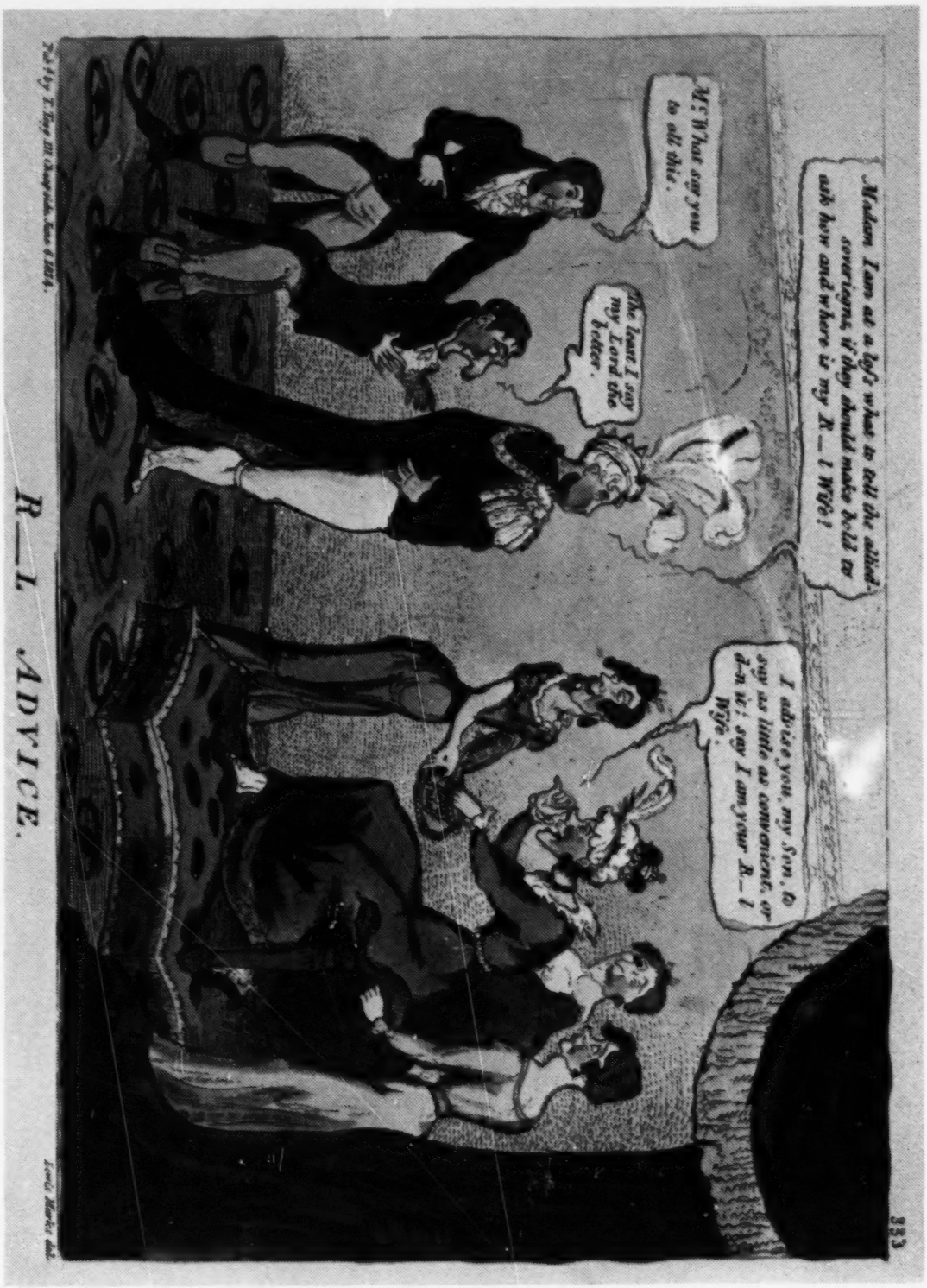
Madam I am at a loss what to tell the allied sovereigns, if they should make bold to ask how and where is my R— l Wife!
I advise you, my Son, to say as little as convenient, or deny it; say I am your R— l Wife.
The least I say my Lord the better.
Mr What say you to all this.
R—L ADVICE.

Figure 6 (see Example 17) Neg. no. LC-USZ62-79256

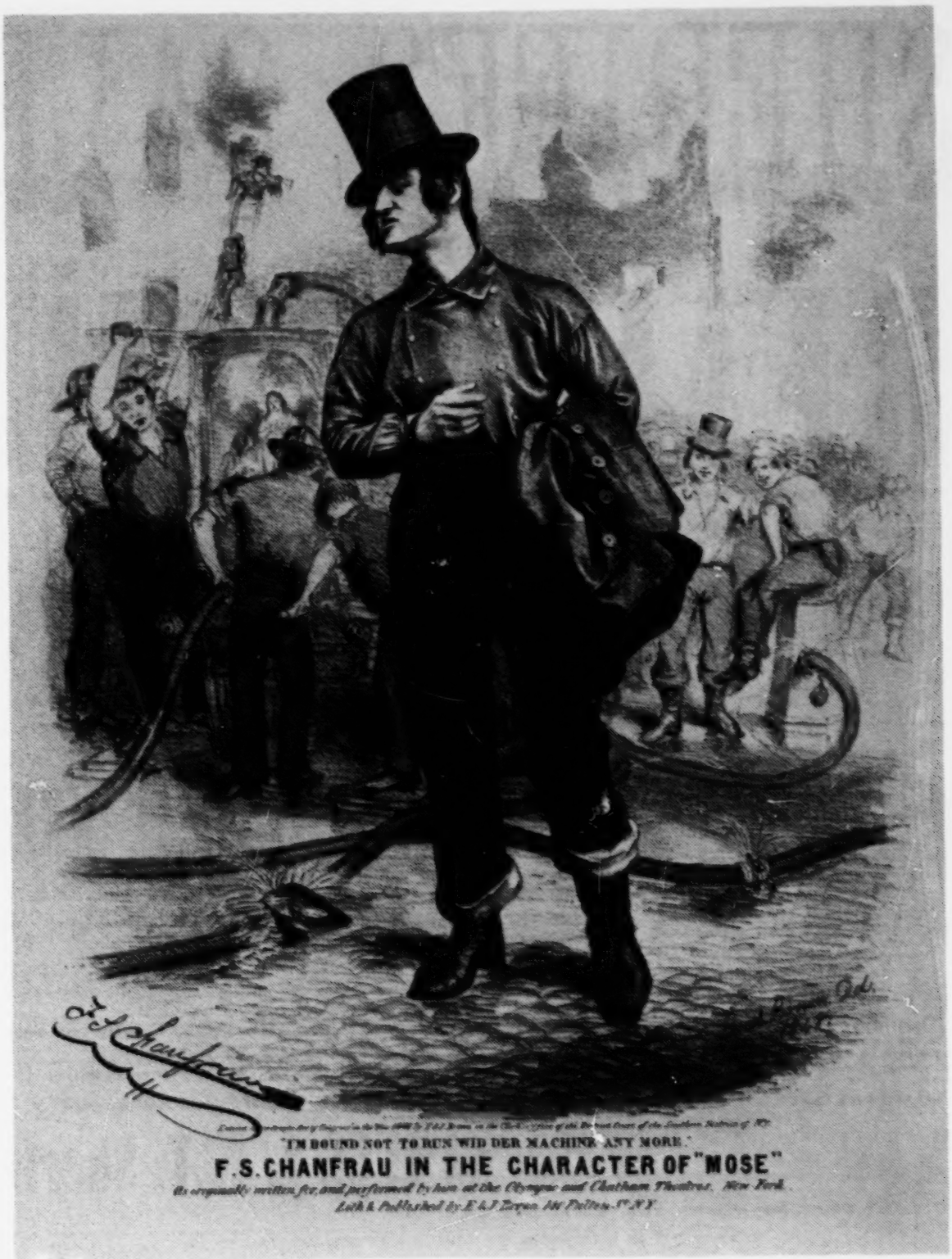
"I'M BOUND NOT TO RUN WID DER MACHINE ANY MORE."
F.S.CHANFRAU IN THE CHARACTER OF "MOSE"
As originally written for, and performed by him at the Olympic and Chatham Theatres, New York.
Lith & Published by E & J. Dayton, 161 Fulton St. N.Y.

Figure 7 (see Example 19) Neg. no. LC-USZ62-79253

SHERIFF'S SALE OF REAL ESTATE.

By virtue of a writ of Levari Facias, to me directed, will be sold at Public Sale, on

WEDNESDAY, FEBRUARY FOURTH, 1880,

AT 2 O'CLOCK, P. M., AT THE SHERIFF'S OFFICE, IN THE BOROUGH OF DOYLESTOWN,

All that certain Messuage and Lot of Land, situate in the township of Newtown, county of Bucks, and state of Pennsylvania, bounded and described as follows, viz:—Beginning at a corner of William H. Ardeway's lot, on the west side of State street, thence along the same northwardly 430 feet to a corner on the north side of the upper street or Front Lane, thence along the same westwardly 106 feet to a corner of the centre line of the Newtown common lot, thence along the same and by lands of Patrick and Bridget Hennessy, Susan Logue, and others, southwardly until it strikes a corner of N. Smith Manby's land, thence by the same and said Ardeway's land south 84 deg. east 190 feet to the place of beginning, containing ONE ACRE AND A HALF of Land, more or less, being the same premises which Mahlon Atkinson and Sarah W., his wife, by indenture bearing even date herewith, and intended to be forthwith recorded, granted and conveyed unto the said John H. Kephart, in fee.

The improvements consist of a TWO-STORY FRAME DWELLING HOUSE, with two rooms on the first floor and two rooms on the second floor, good garret overhead and cellar underneath, with portico front and back, large kitchen attached to the house with sleeping room overhead; well of water near the door with pump therein; good frame barn with wagon house and stables, large new slaughter house with cooling room and ice house, all under the same roof; frame carpenter shop, hog pen and other outbuildings; a good apple orchard and a great many other choice fruit trees.

Seized and taken in execution as the property of JOHN H. KEPHART, and will be sold by

SAMUEL L. ELY, Sheriff.

Sheriff's Office, Doylestown, Penn'a, January 22, 1880.

BUCKS COUNTY INTELLIGENCER STEAM-POWER JOB PRINT, DOYLESTOWN, PA.

Figure 8 (see Example 25) Neg. no. LC-USZ62-79249 and 79250

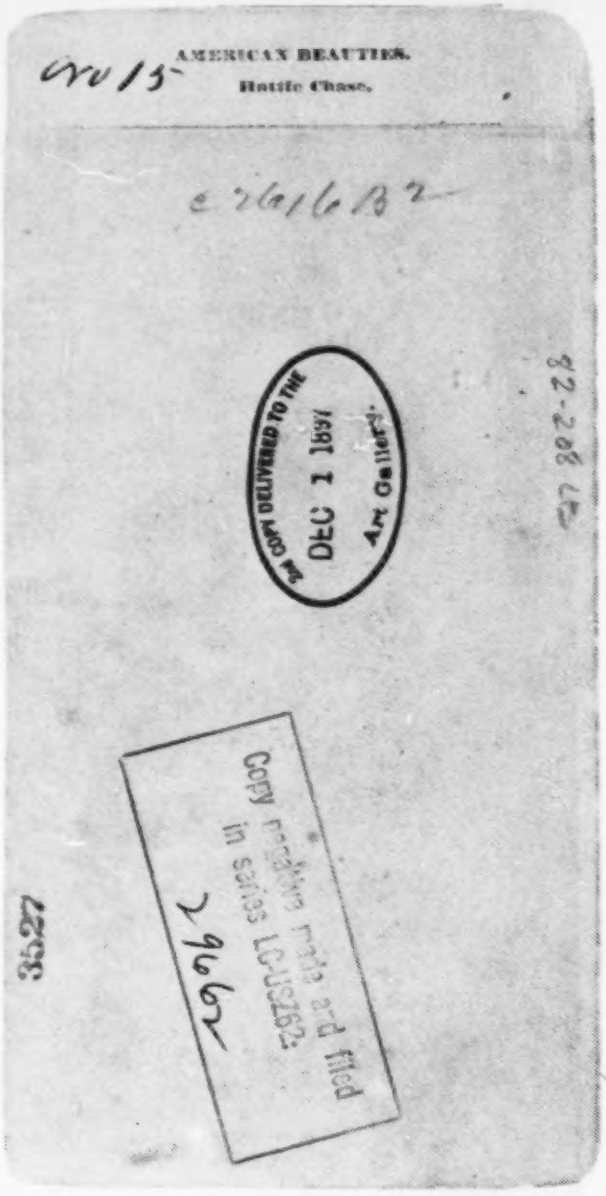

Figure 9 (see Example 30) Neg. no. LC-USZ62-79254

INDEX

This index, modeled after the one in the Anglo-American Cataloguing Rule (2nd ed.), covers the rules and appendices, but not the examples. All index entries refer to rule numbers except those few that refer to page numbers in the preface and introduction. "App. C" indicates that a term is defined in Appendix C (Glossary), which begins on page 76.

AACR 2, see Anglo-American Cataloguing Rules

Abbreviations, App. B; App. B (AACR 2)
  general rules, 0H, 0J2
  title, 1B1.10
  publication, distribution, etc., area, 2C4, 2F4, 2H4
  physical description area, 3B1(b), 3C4.1, 3D2.2

Abridgement
  title proper, 1B1.9

Accents
  adding ones not in source of information, 0G1

Access points
  choice and form, p. 6
  definition, App. C
  note area, 5 (footnote 1)

Access, restrictions on
  notes on, 5B24.1

Accession
  definition, App. C

Accession number
  note area, 5B26

Accession record
  as source of information, 0B1.1(c)

Accession, year(s) of, see Date, accession

Accompanying material
  as source of information, 0B
  definition, App. C
  general rules, 0A(b), 0B
  notes on, 5B10
  recording of, 3E, 5B10

Acronyms, OH2

Added entry
  definition, App. C

Addition to already cataloged collection
  physical description area, 3B2
  notes on, 5B22

Address of publisher, distributor, etc., 2D3, 2D6

Advertisement
  as source of information, OB1.1(c)

Album, see Container

Alphabetic designation, see Numeric and/or alphabetic, chronological, or other designation

Alternative titles
  definition, App. C

Anglo-American Cataloguing Rules
  for description of published volumes and portfolios, OA
  for form and choice of access points, p. 6
  history of, p. 1
  relationship to graphics rules, p. 3f

Anonymous source
  notes on, 5B26

Approximate dates, 2F5.1, 2H4, App. A

Arabic numerals
  statement of extent, 3B1
  substitution for roman numerals, 2F1

Areas of description
  definition, App. C
  language and script, OE1
  omission of, OC6
  prescribed sources for, OB2
  see also Elements of description; Note area; Physical description area; Publication, distribution, etc., area; Series area; Title and statement of responsibility area

Arrangement of material in collections
  notes on, 5B14, 5B16, 5B17, 5B18

Attribution, p. 4f
  definition, App. C
  notes on, 5B7.2
  statement of responsibility, 1G6

Auction catalog
  as source of information, 0B1.1(b)

Base, see Photonegative; Primary support

Bequest
  definition, App. C
  notes on, 5B26

Bibliographic citations, etc.
  note area, 5A3, 5B12

Biographical note, 5B15

Blind stamp
  definition, App. C
  notes on, 5B9.6

Body of the entry
  definition, App. C

Box, see Container

Brackets, see Parentheses; Square brackets

Bulk dates
  definition, App. C

Cabinet card
  dimensions, 3D3.4
  see also Secondary support

Capitalization, App. A (AACR 2)
  schematic illustration of, 0D

Caption
  as source of information, 0B1

Carte-de-visite
  dimensions, 3D3.4
  see also Secondary support

Catalog
  definition, App. C

Catalogue raisonné
as source of information, 0B1.1(b)
definition, App. C
note area, 5B12

Change of name
place of publication, 2C6
publisher, 2D5

Chief source of information
definition, App. C
for rules see Sources of information

Circular shape
dimensions, 3D4.1

Citations, bibliographic, see Bibliographic citations

Cities, towns, etc.
included in statement of responsibility, 1G9
see also Place names

Clippings
accompanying material, 0A(b)
as source of information, 0B1
see also Accompanying material

Collage
definition, App. C
specific material designation, 3B5

Collection
addition of material to, 3B2, 5B22
arrangement of, 5B14, 5B16
chief source of information for, 0B1.2
contents, 5B17
definition, App. C
devising title for, 1C
dimensions, 3D9, 3F
insufficiently descriptive title for, 1B2.3
multiple categories of material, 3F
recording title proper, 1B2.1
series title, 1B2.2
statement of extent, 3B1, 3F
subject description, 5B14

Collector
notes on, 5B25

Color
notes on, 5B9.4
other physical details, 3C4

Coloring, hand, see Hand coloring

Condition, see Physical condition

Conjecture, p. 4f
  interpolation of, 0J1
  notes on, 5B7.2
  see also Attribution; Probable date of execution; Probable date of publication, etc.; Probable place of publication, distribution, etc.

Container
  as source of information, 0B1
  definition, App. C
  notes on, 5B9.1
  statement of extent, 3B1(c)

Contents
  specific listing of, 5B17
  summary of, 5B14

Copyright date, 2F4, 2H2

Copyright status
  notes on, 5B24.2

Corporate body
  definition, App. C

Corrections, see Errors

Country, state, etc.
  added to place of publication, distribution, etc., 2C2, 2C3

Creator of work after whom item being cataloged was made
  notes on, 5B7.3
  see also Reproductive print

Cubic feet or meters
  statement of extent, 3B1(d)

Daguerreotype
  description of case, 5B9.1
  dimensions, 3D7, 3D8

Dash, use of
  beginning of title, 1A1.2
  prescribed punctuation, 0C1
  note area, 5A3
  transcription of, 0C5

Date
  accession, 5B26
  as part of other title information, 1A3, 2H3
  as part of place or publisher statement, 2F2
  as part of title proper, 1A3, 2H3
  as roman numeral, 2F1
  copyright, 2F4, 2H2
  execution of unpublished material, 2H
  fictitious or incorrect, 2F3
  inclusive, see Span dates
  manufacture, 2F4, 2G
  printing, 2G
  publication, distribution, etc., 2F

Dealer's catalog
  as source of information, 0B1.1(b)

Deposit
  definition, App. C

Depository, see Repository

Detail, levels of, see Levels of description

Device
  definition, App. C
  notes on, 5B7.2
  publication, distribution, etc., area, 2D7
  statement of responsibility, 1G7

Devising titles, 1C

Diacritical mark
  adding one not in source of information, 1G1

Diameter measurement, 3D4.1

Dimensions, 3D-3F

Distribution area, see Publication, distribution, etc., area

Distribution date, see Date

Distributor
  added in square brackets to name of publisher, distributor, etc., 2E
  definition, App. C

Donor
  notes on, 5B25, 5B26

Drawing
definition, App. C
dimensions, 3D3.1
specific material designation, 3B5

Edition
definition, App. C
notes on, 5B8.2

Elements of description
adjacent elements to be bracketed, 0C1
definition, App. C
general rules, 0D
omission of, 0C6

Ellipsis, see Omissions

Equal sign, use of
parallel titles, 1E

Errors
recording, 0F
see also Fictitious or incorrect attribution to a person or corporate body; Fictitious or incorrect publication, distribution, etc., details

Exhibit catalog
as source of information, 0B1.1(b)

Explanatory words or phrases, see Words or phrases

Extent, statement of, 3B, 3C4.2

Fictitious or incorrect attribution to a person or corporate body
general rule, 0F
notes on, 5B7.2
statement of responsibility, 1G10

Fictitious or incorrect date, see Fictitious or incorrect publication, distribution, etc., details

Fictitious or incorrect place name, see Fictitious or incorrect publication, distribution, etc., details

Fictitious or incorrect publication, distribution, etc., details
general rule, 0F
publication, distribution, etc., area, 2C8, 2F3

Finding aid
notes on, 5B18

First level of description, 0D1

Folded item
  dimensions, 3D6

Formal notes, 5A3

Framed item
  dimensions, 3D7.2

Full stop, use of, see Punctuation of description

Function, designations of
  statement of responsibility, 1G8
  publication, distribution, etc., area, 2E

GMD, see General material designation

General material designation, 1D
  adjacent to a bracketed element, 0C11
  definition, App. C
  see also Extent, statement of; Specific material designation

General rules, 0A-0J

Glossary, App. C

Graphic materials
  definition, App. C

Group cataloging, see Collection

Hallmark
  notes on, 5B9.6

Hand coloring, see Color

Heading
  definition, App. C
  as access point, p. 6
  form of, p. 6

Hierarchy note, 5B21

History of item or collection
  notes on, 5B8.3, 5B15, 5B25, 5B26

i.e., use of
errors, 0F1, 2F3
explanatory, 1G10, 2C4

ISBD, see International Standard Bibliographic Description

Imprint
definition, App. C
see also Publication, distribution, etc., area

Inaccuracies, see Errors

Inclusive dates, see Span dates

Incomplete date, number, word, or name, see Abbreviations; Interpolation

Incomplete series, 3B3

Initials and initialisms
completion of, 0J2
monograms and devices, 1G7, 2D7
recording, 0H2

Inscription
definition, App. C
notes on, 5B7.1, 5B9.5

Intaglio print
definition, App. C
dimensions, 3D3.1, 3D5

International Standard Bibliographic Description
definition, App. C
punctuation, use of, p. 5, 0C4 (footnote)

Interpolation, 0J
addition to place of publication, distribution, etc., 2C2, 2C3
completion of abbreviated names, words, and numbers, 0J2, 2C4
conjecture, 0J1
correction, 0F
explanatory information, 0F1, 1G7, 1G8, 1G10
language and script, 0E3
statement of responsibility, 1G7, 1G8, 1G10
note area, 5A2
publication, distribution, etc., area, 2C2-2C4, 2E

Inventory
accompanying material, 0A(b)
as source of information, 0B1.1(c)
definition, App. C

Irregular shape
dimensions, 3D4.3

Item
definition, App. C

Items, number of, see Extent, statement of

Language
multiple titles, 1B1.7
name of publisher, 2D10
notes on, 5B14
of description, 0E
place of publication, 2C11
repetition of title proper, 1E, 1F3.1
translation of foreign title, 5B5

Letterpress
definition, App. C

Letters, initial, see Initials and initialisms

Levels of description, 0D
physical description area, 3B1 (footnote)

Linear feet or meters
definition, App. C
statement of extent, 3B1(d)

Lithograph
number of colors, 3C4.3
see also Planographic print

Location
finding aid, notes on, 5B18
original of photographic copy or photomechanical reproduction, 5B13

Main entry
definition, App. C

Manufacturer
added in square brackets after name of publisher, distributor, etc., 2E
recording, 2B2

Manuscript material
as source of information, 0B
definition, App. C
with collection, 0A(b)

Markings
  notes on, 5B9.6

Medium, see Extent, statement of

Mixed media in a single item, 3C3.2

Modern copy of older photoprint
  notes on, 5B9.2

Monogram
  definition, App. C
  notes on, 5B7.2
  statement of responsibility, 1G7

Motto
  notes on, 5B6
  omission from title and statement of responsibility area, 1B1.4

Mounting, see Secondary support

Multilevel description
  collection made up of several types of material, 3B4

Multiple images on one sheet
  dimensions, 3D3.1
  statement of extent, 3B6.1
  titles of, 1B1.8

Multiple publication, distribution, etc., details, 2C5

Multiple sheets composing one image
  dimensions, 3D3.2
  statement of extent, 3B6.2

Multiple statements of responsibility, 1G4, 1G5

Multiple techniques or processes in single item, 3C3

Multiple titles, 1B1.7, 1B1.8

Nature, scope, or form of material
  notes on, 5B14

n.d., use of, 2H5
  see also No date

Negative, see Photonegative

Nitrate film base
physical description area, 3C2.2

No date
definition, App. C
see also n.d.

Notes
accession number and year, 5B26
continuation of title, 5B4
definition, App. C
form of, 5A3
formal notes, 5A3
informal notes, 5A3
on access, 5B24.1
on accompanying material, 5B10
on addition to collection, 5B22
on anonymous source, 5B26
on arrangement of collection, 5B14, 5B16-5B18
on attribution, 5B7.2
on biography or history of creator or collector, 5B15
on blind stamp, 5B9.6
on collector, 5B25
on conjecture, 5B7.2
on container, 5B9.1
on contents of collection, 5B14, 5B17, 5B18
on copyright status and holder, 5B24.2
on creator of work after whom item being cataloged was made, 5B7.3
on donor, 5B26
on edition, 5B8.2
on finding aid, 5B18
on hallmark, 5B9.6
on inscription, 5B7.1, 5B9.5
on item that is or was part of a publication, 5B8.3
on language of accompanying material or captions, 5B14
on markings, 5B9.6
on modern copy of older photoprint, 5B9.2
on monogram, 5B7.2
on motto, 5B6
on numerical designations, 5B19
on parallel title and other title information, 5B3
on photographic copy, 5B13
on photomechanical reproduction, 5B13
on physical condition, 5B9.1
on physical description, 5B9
on provenance, 5B25
on publication, distribution, etc., 5B8
on relationship to larger unit or collection, 5B21
on remarque, 5B9.6
on reproductive print, 5B7.3
on responsibility, 5B7

on restrictions on access, use, or reproduction, 5B24.1
on series, 5B11
on signature, 5B7.1
on source, 5B26
on stamp, 5B9.6
on state and edition, 5B8.2
on studio imprint, 5B9.6
on subsequent publication, 5B20
on title proper, 5B1
on trademark, 5B9.6
on unknown source, 5B26
on variations in title, 5B2
on variations in place or publisher, distributor, etc., 5B8.1
on watermark, 5B9.6
order of, 5B
picture caption, 5B6
punctuation of, 5A1-5A3, 5B17
quotations in, 5A2
references, 5A3
references to published description, 5B12, 5B18
subject description, 5B14
summary of contents, 5B14
translation of foreign title, 5B5
"with" note, 5B23

Number borne by item other than series designation
notes on, 5B19

Number of items, see Extent, statement of

Number
within series, 4D
within subseries, 4E

Numeric and/or alphabetic, chronological, or other designation
as part of title proper, 1A3, 1B1.1
notes on, 5B11
within series, 4D
within subseries, 4E

Oeuvre catalogue, see Catalogue raisonné

Omissions
from transcription, 0C7
in abridged title, 1B1.9
lacunae in source of information, 0C8
of area, 0C6
of data not considered part of any area, 0C9
of element, 0C6
of non-title data, 1B1.4
punctuation preceding, 0C10

Opaque
  definition, App. C

Opening words of text
  used as title, 1B1.5

Other title information, 1F
  date as part of, 1A3
  definition, App. C
  notes on, 5B3
  to supply additional information for collection, 1B2.3, 1F3.3

Oval shape
  dimensions, 3D4.2

Owner's mark
  notes on, 5B9.6, 5B25

Painting
  definition, App. C
  specific material designation, 3B5

Paragraphing areas of description
  general rule, 0C1
  physical description area, 3A2
  note area, 5A1

Parallel title, 1E'
  definition, App. C
  notes on, 5B3
  series, 4C

Parentheses
  accompanying material, 3E
  component parts of collection, 3B4
  dimensions, 3D2.2
  in description (general rule), 0C3
  manufacturer information, 2A2, 2G
  physical description area, 3B4, 3D2.2, 3E
  printer information, 2A2, 2B2, 2G
  series area, 4
  statement of extent, 3B4
  transcription of, 0C5

Partial contents, see Contents

Period, use of, see Punctuation of description

Photograph, see Photoprint

Photographic copy of original item, 0A(a)
  notes on, 5B9.1, 5B13

Photomechnaical reproduction, 0A(a)
  definition, App. C
  notes on, 5B13
  other physical details, 3C2.5
  specific material designation, 3B5

Photonegative
  definition, App. C
  description of base, 3C2.2
  dimensions, 3D2.2, 3D3.5
  other physical details, 3C2.2
  specific material designation, 3B5

Photoprint
  definition, App. C
  description of mounting, 3B6.4
  dimensions, 3D2.2, 3D3.3, 3D4.4
  other physical details, 3C2.1, 3C2.4
  specific material designation, 3B5

Physical condition
  notes on, 5B9.1

Physical description
  component parts of collection, 3B4
  dimensions, 3D
  definition, App. C
  notes on, 5B9
  of accompnaying material, 3E
  of collection containing more than one distinct category of
    material, 3F
  of multiple images on one support, 3B6.1
  of multiple sheets composing one image, 3B6.2
  of multiple techniques or processes, 3C3
  of primary support, 3B6.3
  of secondary support, 3B6.4
  of color, 3C4
  of photographic materials, 3C2
  other physical details, 3C
  source of, 3A3
  statement of extent, 3B
  specific material designation, 3B5

Picture
  definition, App. C
  specific material designation, 3B5

Picture caption, 5B6

Place of creation for unpublished material, 1G9

Place of manufacture
  publication, distribution, etc., area, 2G

Place of printing
  publication, distribution, etc., area, 2G

Place of publication, distribution, etc., 2C
  abbreviations, App. B.14 (AACR 2)

Planographic print
  definition, App. C
  dimensions, 3D3.1

Plate mark
  definition, App. C
  dimensions, 3D3.1, 3D5
  notes on, 5B9.1

Plus sign, use of
  accompanying material, 3E

Portfolio
  definition, App. C
  see also Container

Prescribed sources of information, see Sources of information

Primary support
  definition, App. C
  physical description, 3B6.3

Print
  definition, App. C
  dimensions, 3D3.1, 3D5
  specific material designation, 3B5
  see also Intaglio print; Planographic print; Relief print

Printer
  added in square brackets to name of publisher, distributor, etc., 2E
  equivalent to publisher, 2B1

Probable creatorship, see Attribution

Probable date of execution, 2H4, App. A

Probable date of publication, distribution, etc., 2F5, App. A

Probable place of publication, distribution, etc., 2C10

Provenance
as source of information, 0B1.1(c)
definition, App. C
notes on, 5B25

Provenience, see Provenance

Pseudonym in statement of responsibility, 1G10
notes on, 5B7

Publication, distribution, etc., area, 2
addition to place of publication, etc., 2C2-2C4
address, district, or sign as name of publisher, etc., 2D6
address, district, or sign as place of publication, etc., 2C9
address omitted, 2D3
approximate date, 2F5, App. A
change in name of publisher, etc., in series, 2D5
change in place of publication, etc., in series, 2C6
copyright date, 2F4
date of publication, etc., 2F
date as part of the place or publisher statement or another area, 2F2, 2H3
date of execution of unpublished material, 2H
date of manufacture, 2G
date of printing, 2G
device as name of publisher, etc., 2D7
fictitious or incorrect date, 2F3
fictitious or incorrect place of publication, etc., 2C8
function of publisher, etc., 2E
multiple places of publication, etc., 2C5
multiple statements of publication, distribution, etc., 2D2
name of publisher, distributor, etc., 2D
name of publisher, etc., as address, district, or sign, 2D6
name of publisher, etc., in multiple languages or scripts, 2D10
name of publisher, etc., inferred from device, 2D7
no date, 2F5.2, 2H3
no place of publication, 2C12
no publisher, etc., 2D8, 2D9
notes on, 2C10.3, 5B8
place of manufacture, 2G
place of printing, 2G
place of publication, etc., 2C
place of publication, etc., as part of another area, 2C7
place of publication, etc., as part of publisher statement, 2D4
place of publication, etc., in multiple languages or scripts, 2C11
printer and publisher explicitly stated, 2B2
printer equivalent to publisher, 2B1
probable date of publication, etc., 2F5
qualfications to names of publishers, etc., 2D3

sponsor-advertiser as publisher, 2B3
uncertain place of publication, etc., 2C10

Published description
as source of information, 0B1.1(b)
notes on, 5B12, 5B18

Publisher, distributor, etc.
function, 2E

Punctuation of description
general rules, 0C
note area, 5A1, 5A3, 5B17
physical description area, 3A2, 3C1, 3D1
publication, distribution, etc., area, 2A2
series area, 4A2
title and statement of responsibility area, 1A

Quotation
note area, 5A2

Question mark, use of, 0J1, 2A2, 2C10, 5A1, 5B14, App. A

Reference sources
definition, 0B1.1(b), App. C
note area, 5A3, 5B1, 5B2, 5B12

Relationship note, 5B21

Relief print
definition, App. C
dimensions, 3D3.1

Remarque
definition, App. C
notes on, 5B9.6

Repository
definition, App. C

Reproduction, see Photographic copy of original item;
Photomechanical reproduction

Reproductive print
definition, App. C
notes on, 5B7.3

Responsibility, statement of, see Statement of responsibility

Restrictions on access, use, or reproduction
notes on, 5B24

Roman numerals
retention of or substitution of arabic numerals for, 2F1

s.d.
use of, 2F5.2
see also Sine datum

s.l.
use of, 2C12
see also Sine loco

SMD, see Specific material designation

s.n.
use of, 2D9
see also Sine nomine

Scope, nature, or form of material
notes on, 5B14

Scope of the rules, p. 3f, 5f, 0A

Script, see Language and script

Second level of description, 0D2

Secondary support, 3B6.4
definition, App. C
dimensions, 3D3.4

Semicolon, use of, see Punctuation of description

Series
definition, App. C
notes on, 5B11
physical description area, 3B3
publication, distribution, etc., area, 2C6, 2D5

Series area, 4

Series designations, nonnumerical, 4D2
notes on, 5B11

Series numbers, 4D1

sic
use of, 0F1

Sight measurements, 3D7.1

Signature
  definition, App. C
  notes on, 5B7.1

Sine datum
  definition, App. C
  see also s.d.

Sine loco
  definition, App. C
  see also s.l.

Sine nomine
  definition, App. C
  see also s.n.

Size, see Dimensions

Slide
  definition, App. C
  dimensions, 3D2.2
  other physical details, 3C2.3
  specific material designation, 3B5

Source of material being cataloged
  notes on, 5B26

Sources of information
  different from sources for book cataloging, p. 4
  general rules, 0B
  note area, 5A2
  notes on, 5B1, 5B2
  physical description area, 3A3
  publication, distribution, etc., area, 2A3
  series area, 4A3
  title and statement of responsibility area, 1A2

Span dates
  definition, App. C
  recording, 2F1, 2F5.1, 2F6

Specific material designation
  definition, App. C
  for rules see Extent, statement of

Sponsor-advertiser
  added in square brackets to name of publisher, distributor, etc., 2E
  definition, App. C
  statement of responsibility, 2B3

Square brackets, use of
correction of inaccuracy, 0F1
in description (general rules), 0B2, 0C11, 0E2, 0F1, 0J
for abbreviated titles, 1B1.10
note area, 5A2
publication, distribution, etc., area, 2C2-2C4, 2C7-2C10, 2C12, 2D4, 2D6, 2D8, 2D9, 2E, 2F2, 2F3
statement of responsibility, 1G6-1G8, 1G10
title for single item, 1B1.12
transcription of, 0C5

State or edition
notes on, 5B8.2

Statement of responsibility, 1G
definition, App. C
notes on, 5B7

Stereograph
specifying whole or half, 3C2.4

Studio imprint
notes on, 5B9.6
statement of responsibility, 1G9

Subject description, 5B14

Subsequent publication
notes on, 5B20

Subseries, 4E
definition, App. C

Subtitle
definition, App. C

Summary of contents of collection, see Subject description

Support, primary, see Primary support

Support, secondary, see Secondary support

Terms of access, reproduction, and use
notes on, 5B24

Third level of description, 0D3

Title
  definition, App. C
  continuation of long title in note area, 5B4
  insufficiently descriptive title for collection, 1B2.3
  insufficiently descriptive title for single item, 1B1.11
  omission of non-title data from, 1B1.4
  translation of foreign title, 5B5
  variations in, see Variations in title

Title proper
  abridgement of, 1B1.9
  date as part of, 1A3
  definition, 1B1.1, App. C
  devising title, 1C
  elements scattered, 1B1.6
  foreign source, 1B1.12
  insufficiently descriptive title for collection, 1B2.3
  insufficiently descriptive title for single item, 1B1.11
  lack of, 1B1.5, 1B1.12, 1C
  multiple titles proper, 1B1.7
  notes on source of title proper, 5B1
  notes on variations in title proper, 5B2
  omission of non-title data, 1B1.4
  on another copy, 1B1.13
  recording (collection), 1B2.1
  recording (single item), 1B1.2
  separate titles for discrete images, 1B1.8
  series area, 4B
  supplied from another source, 1B1.12
  variant titles proper (series area), 4B2

Title and statement of responsibility area, 1
  punctuation, 1A1
  sources of information, 1A2

Tracing
  definition, App. C

Trade name for material
  other physical details, 3C2.3, 3C2.5, 3C4

Trademark
  definition, App. C
  notes on, 5B9.6

Translation of foreign title, 1B1.12, 5B5

Transparency
  definition, App. C
  dimensions, 3D2.2
  other physical details, 3C2.3
  specific material designation, 3B5

Uncertain creatorship, 1G6
  notes on, 5B7.2

Uncertain place of publication, 2C10

Uncertain publisher, 2D8

Unknown date of execution of unpublished material, 2H5

Unknown place of publication, 2C12

Unknown publisher, 2D9

Unknown source of material, 5B26

Unnamed creator, 1G5, 1G6, 1G10

Unpublished description
  as source of information, 0B1.1(c)
  notes on, 5B18

Variations in place or publisher's, distributor's, etc., name
  notes on, 5B8.1

Variations in title, 1B1.3
  among sources of information, 1B1.12
  notes on, 5B2

Watermark
  definition, App. C
  notes on, 5B9.6

Words and phrases
  explanation of function in statement of responsibility, 1G7, 1G8
  explanation of function in publisher, etc., statement, 2E

Work after another in a different medium
  notes on, 5B7.3
  see also Reproductive print

GPO 891-828